DOCUMENT RESUME

ED 190 912 CE 026 617

AUTHOR	Hill, Carol L., Comp.
TITLE	Vocational Instructional Materials for Allied Health Education Available from Federal Agencies.
INSTITUTION	Human Resources Management, Inc., Washington, D.C.
SPONS AGENCY	Office of Vocational and Adult Education (ED), Washington, D.C.
PUB DATE	80
CONTRACT	300-79-0420
NOTE	45p.; For related documents see CE 026 614-621.
AVAILABLE FROM	Superintendent of Documents, U.S. Government Printing Office, Washington, DC 20402 (Stock No. 065-000-00015-6, $3.25).
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	Adult Education; *Allied Health Occupations; Annotated Bibliographies; Career Education; Citations (References); Dental Technicians; Environmental Technicians; *Federal Programs; *Instructional Materials; Medical Technologists; Postsecondary Education; Practical Nurses; Radiologic Technologists; *Resource Materials; Resources; Secondary Education; Veterinary Assistants
IDENTIFIERS	United States

ABSTRACT

This listing of federally produced curriculum and instructional materials for allied health education is one of eight annotated bibliographies that provide information for vocational educators at the secondary, postsecondary, and adult levels. Introductory information given includes a description of how to use the listing and sources and ordering information. The remainder of the guide is comprised of citations of printed and audiovisual materials in the following subject areas: general references; dental programs; medical laboratory, diagnostic, and treatment services; nuclear medical technology; emergency medical technology; nursing programs; mental health/human services programs; community health worker; rehabilitation programs; environmental health; and veterinarian and related services. Also included are sections containing general vocational education materials and career education materials. The basic format for each entry is comprised of three sections: (1) bibliographical information, listing the title, publication number, type of material, personal author, federal sponsor, publisher, publication date, number of pages, and the price; (2) a source code, which gives the federal organization from which the material can be ordered; and (3) an annotation or explanatory notes describing the use and intended users of the material. An order form is appended. (LRA)

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ED190912

vocational instructional materials for

Allied Health Education

available from federal agencies

Compiled by
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1980

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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CE 026 617

Developed pursuant to Contract No. 300-79-0420

U.S. Department of Education
Office of Vocational and Adult Education
Office of Employment and Education
Division of Program Improvement
Curriculum Development Branch

The activities which resulted in this volume were supported in whole or in part by the U.S. Department of Education. However, the opinions expressed herein do not necessarily reflect the position or policy of the Department of Education, and no official endorsement by the Department of Education should be inferred.

The set of *Vocational Instructional Materials Available from Federal Agencies* includes the following volumes which can be purchased from the Government Printing Office:

Vocational Instructional Materials for Agriculture and Agribusiness Education

Vocational Instructional Materials for Business and Office Education

Vocational Instructional Materials for Vocational Home Economics Education

Vocational Instructional Materials for Marketing and Distributive Education

Vocational Instructional Materials for Allied Health Education

Vocational Instructional Materials for Technical Education

Vocational Instructional Materials for Trade and Industrial Education

Vocational Instructional Materials for Special Needs Groups— *Handicapped, Disadvantaged, Older Americans, Youth Employment, Displaced Homemakers*

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Washington, D.C. 20402

ACKNOWLEDGEMENTS

The project was most fortunate to have the following outstanding Advisory Group of Vocational Educators:

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Dr. James F. Shill, Director, Research and Curriculum Unit, College of Education, Mississippi State University
Dr. Douglas C. Towne, President, Designed Learning Associates, Beaverton, Oregon

Appreciation is extended to the personnel in the federal organizations who gave so generously of their time and enthusiasm throughout the project. A special word of thanks goes to project team members Cecilia Jaramillo, Dr. Robert Morris, and Jane Buckley for their valuable contributions to the preparation of these listings.

Carol L. Hill
Project Director
June 1980

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INTRODUCTION

Each year the Federal Government prepares and releases thousands of quality publications. Human Resources Management surveyed this vast resource to identify, review and annotate materials developed since 1975 which are suitable for use by vocational education teachers. These materials are cited in eight separate volumes which are listed on the inside cover of this booklet. In addition to the traditional vocational education program areas, efforts were made to locate and annotate materials for use with the handicapped, disadvantaged, older Americans, displaced homemakers, youth and clientele of CETA programs. Also, general references for vocational and career education are included in each booklet. While these listings are by no means exhaustive, the materials are representative of both print and nonprint materials which can be obtained free or for a nominal charge from federal organizations. Every attempt possible has been made to ensure that the organizational names are the latest and most accurate. However, materials from the former U.S. Department of Health, Education and Welfare (HEW) were developed and annotated prior to the recent division of the Department into the Department of Health and Human Resources and the new Department of Education. Thus, the old name HEW has been used.

[Since this bibliography was prepared, some items may have been discontinued or have price increases. You may wish to write the source for updated information before placing an order with payment.]

HOW TO USE THIS LISTING

Materials selected for inclusion in this booklet have been placed under the subject headings as given in the table of contents. The basic format used for each title entry is composed of three sections:

- **bibliographical information** listing the title, publication number, type of material, personal author, federal sponsor, publisher, publication date, number of pages, and the price
- **a source code** which gives the federal organization from which the material can be ordered and the appropriate stock or order number or letters
- **an annotation** or explanatory notes giving the use and intended users of the material

The same format has been used in citing both printed and audiovisual materials. In cases where a series has been cited, the title of the series and other information common to all its volumes are contained in the bibliographical information section. Following the source section, individual entries for each of the volumes are listed.

The examples below detail the various components of an individual entry and an entry for a series:

INDIVIDUAL ENTRY

BIBLIOGRAPHICAL INFORMATION	CLEAN WATER. Publication No. 39. Booklet. Elaine West. Environmental Protection Agency, Office of Public Awareness. Government Printing Office, 1977. 30pp. $2.00 ea.
SOURCE CODE	GPO S/N 000-002-012
ANNOTATION	This booklet is about the dairy products industry and water pollution. It discusses pollution control and what the industry must do to keep from polluting water.

TITLE · PUBLICATION NUMBER · TYPE OF MATERIAL · FEDERAL SPONSOR · PERSONAL AUTHOR · PRICE · PUBLISHER · PUBLICATION DATE · PAGINATION · ORDER NUMBER

SERIES ENTRY

BIBLIOGRAPHICAL INFORMATION	HOW INDUSTRY AFFECTS CLEAN WATER. Booklets. Environmental Protection Agency, Office of Public Awareness. Government Printing Office.
SOURCE CODE	Source: GPO
ANNOTATION	This series is composed of the following:
BIBLIOGRAPHICAL INFORMATION	RUBBER PROCESSING INDUSTRY. Publication No. 30. 1975. 20pp. $0.80 ea. S/N 000-003-010.
	BEET SUGAR PROCESSING INDUSTRY. Publication No. 31. 1976. 26pp. $1.10 ea. S/N 000-003-011.
	THE DAIRY PRODUCTS INDUSTRY. Publication No. 32. 1977. 24pp. $0.90 ea. S/N 000-003-012.

TITLE · TYPE OF MATERIAL · FEDERAL SPONSOR · PUBLISHER · SOURCE · PRICE · PUBLICATION DATE · ORDER NUMBER · PUBLICATION NUMBER · PAGINATION

ABBREVIATIONS USED IN THIS LISTING

approx.	approximately	**B&W**	black and white
BR	braille	**cm**	centimeter
col.	color	**comp.**	compiler
ea.	each	**ed.**	editor
et al.	and others	**ill.**	illustrated
in.	inch(es)	**IPS**	inches per second
min.	minute(s)	**MM**	millimeter
mono	monaural	**No.**	number
Opt. Sd.	optical sound	**RC**	recorded cassette
RD	recorded disc	**RM**	recorded master
RPM	revolutions per minute	**Rev.**	revised
S	side(s)	**S/N**	(GPO) stock number
V.	volume		

SOURCE AND ORDERING INFORMATION

The names and addresses of the sources from which materials described in this volume can be ordered are listed below. In addition, ordering information and brief descriptions of some of these sources are included. Requests for materials or information should be directed to the specific offices as indicated. Since the source of the material is not always the same as the federal sponsor, it is important that the information on the "source code" line be used for ordering. Most offices will accept checks or money orders but not currency. Sources vary as to which charge cards are acceptable, discount rates, arrangements for deposit accounts, order forms and guidelines, special mail handling requirements, and availability of materials on microfiche or computer magnetic tapes. Write individual sources for details. Since many of these materials can be ordered from either the Government Printing Office or the National Audiovisual Center (Government Services Administration), order blanks for these two sources can be found at the back of the booklet. Please note that prices are subject to change. Most materials may be delivered sooner, but allow 30 to 60 days for delivery.

ORDERING SOURCES

ACTION **Action/Peace Corps**
Information Collection and Exchange
806 Connecticut Ave., N.W.
Washington, D.C. 20525

Action's Information Collection and Exchange makes available technical publications on training, programming and appropriate technology developed by Peace Corps volunteers. Training guides, curricula, lesson plans, manuals, and other materials developed in the field are collected and reviewed. Listings of publications are available on request.

CERN **Consumer Education Resource Network**
1500 Wilson Blvd.
Suite 800
Rosslyn, VA 22209

The Consumer Education Resource Network provides reference and referral services to all consumer educators. Services include publications such as ConCERNs, a monthly publication, training, and technical assistance. Requests may be made in person, by mail, or via the toll-free telephone line: 800-366-0223.

CFTC **U.S. Commodity Futures Trading Commission**
2033 K Street, N.W.
Washington, D.C. 20581

CPSC **U.S. Consumer Product Safety Commission**
Office of Communications
111 18th St., N.W.
Washington, D.C. 20207

Publications and films on product safety are available on request.

CRC **U.S. Commission on Civil Rights**
1121 Vermont Ave., N.W.
Washington, D.C. 20425

In addition to advancing the cause of equal opportunity, it serves as a national clearinghouse for civil rights information. Commission publications are made available on request from the Publications Management Division; a catalog of publications is also available upon request.

DOC/NBS **U.S. Department of Commerce**
National Bureau of Standards
Office of Technical Publications
Washington, D.C. 20234

The Department of Commerce's National Bureau of Standards develops measurement standards and techniques that affect science, industry, and commerce, and facilitates their effective application for the public good. For information on publications contact the Office of Technical Publications; films are available on free loan to scientific and professional organizations, educational institutions, and nonprofit community groups from:

Modern Talking Picture Service
5000 Park Street N.
St. Petersburg, FL 33709

DOC/OC **U.S. Department of Commerce**
Office of Communications
Washington, D.C. 20230

DOE/IIR **U.S. Department of Energy**
Office of Intergovernmental and Institutional Relations
Washington, D.C. 20585

This office performs outreach and consumer affairs coordination functions. It maintains and oversees Department of Energy relations with Congress, the news media, States, private institutions and consumer interests.

DOE/PA **U.S. Department of Energy**
Office of Public Affairs
1000 Independence Ave., S.W.
Washington, D.C. 20585

DOE/RA **U.S. Department of Energy**
Office of Resource Applications
RA-324
Room 3518, Federal Building,
MS 3344
Washington, D.C. 20461

This office is responsible for developing, managing, and directing policies and programs to increase domestic energy supplies.

DOE/TIC **U.S. Department of Energy**
Technical Information Center
P.O. Box 62
Oak Ridge, TN 37830

Orders for complete sets or bulk quantities of individual titles are only available to teachers, librarians, and energy information centers and should be submitted on official letterhead stationery.

Individuals may request up to five titles.

For information on printing negatives, write to:

U.S. Department of Energy
Division of Editorial Services
Washington, D.C. 20585

DOI/PA **U.S. Department of the Interior**
Office of Public Affairs
Washington, D.C. 20240

DOJ/LEAA **U.S. Department of Justice**
Law Enforcement Assistance Administration
633 Indiana Ave., N.W.
Washington, D.C. 20531

LEAA serves as a national and international clearinghouse for the exchange of criminal justice information through the National Criminal Justice Reference Service.

DOJ/PI **U.S. Department of Justice**
Office of Public Information
Constitution Ave. & 10th Street, N.W.
Washington, D.C. 20530

DOL/BLS **U.S. Department of Labor**
Bureau of Labor Statistics
Information Office—Rm. 1539
441 G Street, N.W.
Washington, D.C. 20212

The Bureau of Labor Statistics collects and analyzes data on areas such as manpower and labor requirements, employment, labor force, wages, labor-management relations, occupational safety and health. The information is issued in monthly press releases, in special publications, and in its official journal. There are BLS regional offices throughout the country which also issue additional reports.

Publications are available both free and for sale.

DOL/ETA **U.S. Department of Labor**
Employment and Training Administration
Rm. 10225
601 D Street, N.W.
Washington, D.C. 20213

The Department of Labor's Employment and Training Administration publishes booklets, pamphlets, and reports on apprenticeship programs, work experience, unemployment insurance, occuptional analyses, and research results. Consumer fact sheets on ETA's major programs and other periodicals are also available. Single copies of most publications are available free of charge.

DOL/IPR **U.S. Department of Labor**
Office of Information, Publications, and Reports
Room S1032
200 Constitution Avenue, N.W.
Washington, D.C. 20210

DOL/WB **U.S. Department of Labor**
Women's Bureau
200 Constitution Avenue, N.W.
Washington, D.C. 20210

Formulates standards and policies to promote the welfare of working women and improve their working conditions and investigates and reports on such matters. The Women's Bureau has 10 regional offices throughout the U.S. Single copies of publications are free of charge.

DOT/FAA **U.S. Department of Transportation**
Federal Aviation Administration
Office of Public Affairs
Public Information Center-APA-430
800 Independence Avenue, S.W.
Washington, D.C. 20591

The Department of Transportation's Federal Aviation Administration regulates air commerce, fosters aviation safety, and promotes civil aviation and a national system of airports. For additional information contact the Office of Public Affairs; Free FAA publications are available from:

U.S. Department of Transportation
Publications Section-M-443.1
Washington, D.C. 20590

DOT/FHA **U.S. Department of Transportation**
Federal Highway Administration
400 7th Street, S.W.
Washington, D.C. 20590

The Department of Transportation's Federal Administration administers the Federal-aid highway program of financial assistance, and highway safety and beautification programs. It also develops and administers training programs, fellowship programs in highway safety transportation research and education and a highway technician scholarship program.

DOT/NHTSA **U.S. Department of Transportation**
National Highway Traffic Safety Administration
400 7th Street, S.W.
Washington, D.C. 20590

The National Highway Traffic Safety Administration maintains and collects scientific and technical information on motor vehicle safety. It serves as a documentary reference point for Federal, State and local agencies, industry, educational organizations, and the public.

DOT/PCA **U.S. Department of Transportation**
Office of Public and Consumer Affairs
700 7th Street, S.W.
Washington, D.C. 20590

DOT/TSC **U.S. Department of Transportation**
Transportation Systems Center
Office of Technology Sharing
Kendall Square, Code 151
Cambridge, MA 02142

Among its other activities, the Center collects and disseminates transportation information and statistics to regional, State and local organizations and consumers.

DOT/UMTA **U.S. Department of Transportation**
Urban Mass Transportation Administration
Office of Policy and Program Development
400 7th Street, S.W.
Washington, D.C. 20590

The Department of Transportation's Urban Mass Transportation Administration assists in the development of improved mass transportation systems; it maintains 10 field offices throughout the U.S.

DT/PA **U.S. Department of the Treasury**
Office of Public Affairs
Room 2324
Washington, D.C. 20220

EPA/PA **U.S. Environmental Protection Agency**
Office of Public Awareness
401 M Street, S.W.
Washington, D.C. 20460

This office develops and maintains information and public awareness programs. Inquiries for information on films, publications and speakers can be directed to this office.

EPA/PIC **U.S. Environmental Protection Agency**
Public Information Center
401 M Street, S.W.
Washington, D.C. 20460

The Public Information Center provides information about EPA's programs and makes available EPA publications.

ERIC **U.S. National Institute of Education**
Educational Resources Information Center
1220 19th Street, N.W.
Washington, D.C. 20208

ERIC is a national information system sponsored by the National Institute of Education. It disseminates education research results, practitioner-related materials and other resource information.

FMC **U.S. Federal Maritime Commission**
1100 L Street, N.W.
Washington, D.C 20573

FTC **U.S. Federal Trade Commission**
Office of Public Information
Pennsylvania Avenue at Sixth Street, N.W.
Washington, D.C. 20580

A free list of publications is available on request.

GPO **U.S. Government Printing Office**
Superintendent of Documents
Washington, D.C. 20402

In addition to being the Federal government's printer and bookbinder it sells government publications and prepares catalogs. It sells over 25,000 various publications. A free information brochure *Consumer Guide to Federal Publications* provides a description of the services provided by GPO which maintains bookstores in 20 cities.

GSA/CIC **U.S. General Services Administration**
Consumer Information Center
Pueblo, CO 81009

By encouraging Federal agencies to develop and release useful consumer information the Consumer Information Center attempts to increase public awareness of this information. It issues a quarterly publication and distributes it free of charge.

GSA/FIC **U.S. General Services Administration**
Federal Information Center

Federal Information Centers, clearinghouses of information about the Federal Government are maintained in 38 major metropolitain areas. Information requests can be made by letter, telephone, or in person. For a list of Federal Information Centers, write to:

U.S. General Services Administration
Office of Public Affairs
Washington, D.C. 20405

GSA/NAC **U.S. General Services Administration**
National Audiovisual Center
Washington, D.C. 20409

The General Services Administration's National Audiovisual Center is the central clearinghouse for all Federal audiovisual materials. They are available for public use through information and distribution services:

Sales: Motion pictures, video formats, slide sets, audiotapes, and multimedia kits are available for purchase. Conversion to other media formats can be made.

Rental: Only 16mm motion pictures are available for rent.

Loan Referrals: Free loan distribution of 16mm motion pictures is available to the public from regional Federal agency offices. The Center refers users to closest loan distributor.

For purchase or rental of materials, contact the *Order Section/NNR*; include title and title number of material and make checks payable to National Archives Trust Fund (NAC). To be billed, an official purchase order or letter on official letterhead is required.

For information on other services contact the *Reference Section NL*.

HEW/HDS **U.S. Department of Health, Education, and Welfare**
Office of Human Development Services
Washington, D.C. 20201

This office administers social and rehabilitation services and human development programs oriented towards special populations—the elderly, low-income children, metally and physically handicapped.

HEW/HRA **U.S. Department of Health, Education, and Welfare**
Health Resources Administration
Office of Communications
3700 East-West Highway
Hyattsville, MD 20782

As part of HEW's Public Health Service, HRA identifies health care resource problems, and maintains the distribution of these resources to improve the health care system.

Single copies of most publications are available, free of charge:

H.R.A.
Office of Communications
3700 East-West Highway
Hyattsville, MD 20782

HEW/NIE **U.S. Department of Health, Education, and Welfare**
National Institute of Education
Office of Public Information
1200 19th Street, N.W.
Washington, D.C. 20208

HEW/OE **U.S. Department of Health, Education, and Welfare**
Office of Education
Education Information Center
Washington, D.C. 20202

Single copies available free while supply lasts.

HEW/PHS **U.S. Department of Health, Education, and Welfare**
Public Health Service
Office of Public Affairs
200 Independence Ave., S.W.
Washington, D.C. 20201

Inquiries about films and publications should be sent to the above address.

HUD/PIC **U.S. Department of Housing and Urban Development**
Public Information Center
451 7th Street, S.W.
Washington, D.C. 20410

LC/NLSBPH **Library of Congress**
National Library Service for the Blind and Physically Handicapped
Reference Section
1291 Taylor Street, N.W.
Washington, D.C. 20542

The NLS is a free national library program of braille and recorded materials for blind and physically handicapped persons. Reading materials are distributed to cooperating regional and local libraries which circulate them to eligible borrowers. These materials are sent to borrowers and returned to libraries by postage-free mail. In addition to its book and magazine collection, the following services are also offered:

- special equipment—playback equipment is loaned free to readers
- music services—music materials are available from the Music Section
- volunteer services—free correspondence course leading to braille transcribing certification and proofreading are available
- information services—questions in reference to blindness and physical handicaps are answered.

LC/NRC **Library of Congress**
National Referral Center
Washington, D.C. 20540

The Library of Congress' National Referral Center is a free referral service which directs those with questions to resources which have the information. The referral service uses a subject-indexed, computerized file of 13,000 organizations of information resources including not only traditional information sources, but also such sources as professional associations and grass roots citizens' organizations. Requests for referral services may be made by letter, telephone (202-287-5670, Reference Section), or in person.

NASA **National Aeronautics and Space Administration**
400 Maryland Ave., S.W.
Washington, D.C. 20546

NASA conducts research on space technology, flight, and exploration within and outside the earth's atmosphere. Services include speakers, films, and exhibits. Publications include *NASA Directory of Services for the Public, NASA Film List,* and *NASA Educational Publications List.* For further information, contact the NASA Headquarters Information Center, Washington, D.C. 20546.

NCRVE **National Center for Research in Vocational Education**
The Ohio State University
1960 Kenny Road
Columbus, OH 43210

The National Center for Research in Vocational Education's purpose is to increase the ability of institutions to solve educational problems relating to individual career planning and preparation. Under a contract with the U.S. Office of Education's Bureau of Occupational and Adult Education, it serves as a clearinghouse. For additional information on the Center's services, programs and projects, write to the *Program Information Office*; for information on products or publications, write to the *Publications Office*.

NSF **National Science Foundation**
1800 G Street, N.W.
Washington, D.C. 20550

The National Science Foundation initiates and supports research and education activities in all scientific disciplines. Major national and international science programs include the U.S. Antarctic Program and the International Decade of Ocean Exploration. To learn about the Foundation's information and publication dissemination activities, write either the Publications Unit, or the Public Information Branch.

NTIS **U.S. Department of Commerce**
National Technical Information Service
5285 Port Royal Road
Springfield, VA 22161

NTIS is the Federal government's central point for the sale of government funded research and development reports. The following services are available:

- NTI Search-on-line computer search service locates abstracts on 650,000 research reports; copies of reports are sold in paper or microfiche.
- NTIS Bibliographic Data File (on magnetic tape) of published and unpublished abstracts is available for lease.

OPM **U.S. Office of Personnel Management**
Distribution Unit
Room B-431
7900 E Street, N.W.
Washington, D.C. 20415

The Office of Personnel Management (OPM), formerly the Civil Service Commission, administers the Federal employment merit system. OPM makes available career guidance films and other audiovisuals and publications addressed to various audiences. It maintains ten regional offices throughout the U.S. Employment information is available through OPM's Job Information Centers.

PCEH **President's Committee on Employment of the Handicapped**
1111 20th Street, N.W.
Washington, D.C. 20210

SBA **U.S. Small Business Administration**
Office of Public Information
1441 L Street, N.W.
Washington, D.C. 20416

TVA **Tennessee Valley Authority**
Office of Public Information
400 Commerce Avenue
Knoxville, TN 37902

The TVA is a Government-owned corporation that conducts a resource development program for economic growth in the Tennessee Valley region. Information on environmental education and agriculture and on publications and films is available.

USDA/OC **U.S. Department of Agriculture**
Office of Communications
Washington, D.C. 20250

Free publications are available from this office.

USDA/ES **U.S. Department of Agriculture**
Extension Service

Four USDA agencies—Agricultural Research Service (ARS), Cooperative State Research Service (CSRS), Extension Service (ES), and the National Agricultural Library (NAL)—have been merged to form the new Science and Education Administration.

Requests for publications should be sent to:

U.S. Department of Agriculture
Science and Education Administration
Publication Requests and Distribution
Information Staff
Washington, D.C. 20250

USDA/FNIERC **U.S. Department of Agriculture**
The Food and Nutrition Information and Education Resources Center
National Agricultural Library
Room 304
Beltsville, MD 20705
Tel.: 301-344-3719

The Food and Nutrition Information and Education Resources Center is a part of the Department of Agriculture Science and Education Administration. It serves as an information center for groups and individuals interested in human nutrition, food service management, and food technology by providing the following services:

- acquires and lends books and audiovisuals
- provides photocopies of journal articles
- provides specific answers to questions on food and nutrition
- provides comprehensive reference services including computer searches.

The collection of materials ranges from children's materials to more sophisticated professional information. Information requests are received by telephone and mail; personal visits are also welcomed.

USDA/GPA **U.S. Department of Agriculture**
Office of Governmental and Public Affairs
Publications Division
Washington, D.C. 20250

Single copies of most publications are available free; request a free copy of List 5 of current available publications and prices.

USDA/SEA **U.S. Department of Agriculture**
Science and Education Administration
Publication Requests and Distribution
Information Staff
Washington, D.C. 20240

The former Agricultural Research Service (ARS), Cooperative State Research Service (CSRS), Extension Service (ES), and the National Agricultural Library (NAL) have been merged to form the SEA, which maintains four regional offices throughout the U.S.

USPS **U.S. Postal Service**
Office of Public Communications
475 L'Enfant Plaza West, S.W.
Washington, D.C. 20260

Publications, films, and speakers are available on request.

ALLIED HEALTH EDUCATION

GENERAL REFERENCES

HAVE YOU CONSIDERED A HEALTH CAREER? Department of Health, Education, and Welfare, Public Health Service. 1977. 27pp. $0.55 ea.

Source: GPO S/N 017-022-00524-7

PUBLIC SERVICE OCCUPATIONS. Guidebooks. Department of Health, Education, and Welfare, Office of Education. 1975.

Source: GPO

A series of six curriculum guides in public service occupations are available:

- **Administering Public Service Occupations, An Implementation Guide.** 176pp. $2.95 ea. S/N 017-080-01447-5.
- **Exploration Of Public Service Occupations, An Implementation Guide.** 296pp. $3.70 ea. S/N 017-080-01432-7.
- **Preparing For Public Service Occupations, Common Core, Curriculum Guide.** 214pp. $2.90 ea. S/N 017-080-01433-5.
- **Preparing For Public Service Occupations, Educational Service, Curriculum Guide.** 172pp. $3.05 ea. S/N 017-080-01435-1.
- **Preparing For Public Service Occupations, Law Enforcement Services, Curriculum Guide.** 134pp. $2.10 ea. S/N 017-080-01436-0.
- **Preparing For Public Service Occupations, Social Services, Curriculum Guide.** 40pp. $2.20 ea. S/N 017-080-01434-3.

HEALTH OCCUPATIONS: DENTAL AUXILIARIES, NURSING, THERAPY AND REHABILITATION, HEALTH SERVICES ADMINISTRATION. Department of Labor, Bureau of Labor Statistics. 1978. 24pp. ill. $0.50 ea.

Source: GPO S/N 029-001-02095-3

Reprinted from the 1978-79 edition of the *Occupational Outlook Handbook.* The publication gives the employment outlook for dental assistants, dental hygienists, dental laboratory technicians, health services administrators, nursing occupations, registered nurses, licensed practical nurses, nursing aides, orderlies and attendants, therapy and rehabilitation occupations, occupational therapists, physical therapists' assistants and aides, speech pathologists, and audiologists.

SPEECH PATHOLOGY AND AUDIOLOGY: MANPOWER RESOURCES AND NEEDS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Neurological Disorders and Stroke. 1977. 97pp. ill. $2.40 ea.

Source: GPO S/N 017-049-00085-2

Describes the demographic and professional characteristics of the speech pathology/audiology work force and those students currently in training; identifies current patterns of manpower utilization; estimates the need for additional speech pathologists and audiologists in the area of teaching research and client care through 1985; recommends appropriate goals for meeting the needs of the communicatively handicapped; and suggests means for meeting these goals.

PRENATAL CARE. Department of Health, Education, and Welfare, Office of Human Development Services, Children's Bureau. 1973. Reprinted 1977. 71pp. ill. $1.05 ea.

Source: GPO S/N 017-091-00187-1

In an easy to read question-and-answer format, this booklet helps mothers-to-be understand the many changes they are experiencing and to protect their health and that of their unborn babies. The questions are answered in the order in which they arise during the term of a pregnancy and range from what happens at the first medical examination to feeding the new arrival.

WOMEN AND THE HEALTH SYSTEM: SELECTED ANNOTATED REFERENCES. Department of Health, Education, and Welfare, Public Health Service. 1978. 57pp. $2.30 ea.

Source: GPO S/N 017-022-00613-8

HEALTH CAREERS GUIDEBOOK. Department of Labor. Revised 1979. 221pp. ill. $5.25 ea.

Source: GPO S/N 029-000-00343-2

HEALTH OCCUPATIONS TRAINING PROGRAMS ADMINISTERED BY HOSPITALS, APRIL, 1976, A DIRECTORY. Department of Health, Education, and Welfare, Public Health Service. 1977. 362pp. $5.75 ea.

Source: GPO S/N 017-022-00585-9

HEALTH CARE IN RURAL AMERICA. Agriculture Information Bulletin No. 428. Mary C. Ahearn. Department of Agriculture, Economics, Statistics, and Cooperatives Service. 1979. 36pp. $0.65 ea.

Source: GPO S/N 001-000-03275-5

This report compares health needs and resources in both areas, and shows that nonmetro areas' lower incomes, larger aged populations, hazardous occupations, and lower educational levels contribute to poorer health care conditions than in metro areas.

EXPLORATORY STUDY OF WOMEN IN THE HEALTH PROFESSIONS SCHOOLS: VOLUME 2, MEDICINE. Department of Health, Education, and Welfare. 1976. 217pp. $3.05 ea.

Source: GPO S/N 017-000-00176-1

Other volumes are subtitled respectively:

Volume 1, Data Analysis, Findings, Conclusions, Recommendations.
Volume 3, Osteopathic Medicine.
Volume 4, Dentistry.
Volume 5, Veterinary Medicine.
Volume 6, Optometry.
Volume 7, Podiatry.
Volume 8, Pharmacy.
Volume 9, Public Health.
Volume 10, Annotated Bibliography. Executive Summary.

HEALTH: A SELECTED LIST OF BOOKS THAT HAVE APPEARED IN TALKING BOOK TOPICS AND BRAILLE BOOK REVIEW. Library of Congress, National Library Service for the Blind and Physically Handicapped. Government Printing Office. 1979. 80pp.

Source: LC/NLSBPH

This bibliography is a guide to braille, cassette and disc books about health. All titles listed are in the national collection of the National Library Service for the Blind and Physically Handicapped of the Library of Congress. *Health* is also available in large print, braille and disc formats.

INCREASING JOB OPTIONS FOR WOMEN. 101 min., 2 x 2 Slides, Audiocassette, Col. 1976. Sale $26.25

Source: GSA/NAC Title No. 007846/RB

Shows women working in a variety of non-traditional jobs, such as professional, technical, administrative, and managerial workers, in the skilled trades, and as repairers and machine operators. Encourages women to consider non-traditional occupations because they usually pay better than traditional women's jobs. Reviews Equal Employment Opportunity Officer Regulations against Sex Discrimination in Employment and Office of Contractor Compliance Requirements for Affirmative Action. 74 slides. 1 Audiocassette. 2-Track Mono. With audible advance signals. Script included.

WHY NOT A WOMAN? 26 min., 16 MM Film, Opt. Sd., Col. 1977. Sale $150.75

Source: GSA/NAC Title No. 010571/RB

Shows women working successfully in non-traditional jobs like welders, carpenters, and mechanics. Explores the attitudes of their male co- workers, supervisors, personnel managers, and teachers. Demonstrates the wide range of job options and training available to girls and women. Presents audiences with a realistic and entertaining argument against the long standing myths about women and work. Attempts to direct audiences to reassess their deep-seated attitudes about working women.

A REFERENCE LIST OF AUDIOVISUAL MATERIALS PRODUCED BY THE UNITED STATES GOVERNMENT, 1978. Catalog. General Services Administration, National Audiovisual Center. Government Printing Office. 1978. 398pp.

Source: GPO S/N 052-003-00497-6. Also available from GSA/NAC.

List includes subject and title sections, rental and purchase policies, and a price list.

CATALOG OF HEALTH RESOURCES ADMINISTRATION PUBLICATIONS. HRA79- 615. Department of Health, Education, and Welfare, Health Resources Administration. 78pp. 1979.

Source: HEW/HRA

GUIDELINES FOR STROKE CARE. HRA76-14017. Department of Health, Education, and Welfare, Health Resources Administration. $3.50 ea. 1976.

Source: GPO S/N 017-022-00469-1

These guidelines are a condensed version of the book *Fundamentals of Stroke Care* and are for use by health personnel in the diagnosis, treatment, and rehabilitation of stroke patients.

TOWARD UNDERSTANDING THERAPEUTIC CARE: A TRAINING GUIDE FOR INSERVICE EDUCATION IN THE PSYCHOSOCIAL COMPONENTS OF LONG-TERM CARE. Text. Department of Health, Education, and Welfare, Public Health Service, Community Health Services Bureau. 1978. 62pp. $2.50 ea.

Source: GPO S/N 017-026-00072-1

A self-teaching text consisting of 13 units, most of which contain several parts; (1) one or more objectives, (2) introductory material on the topic under consideration, (3) a reading assignment, (4) suggested reading, and (5) study questions and/or a project.

A DISCURSIVE DICTIONARY OF HEALTH CARE. United States Congress. 1976. 182pp. ill. $3.00 ea.

Source: GPO S/N 052-070-03199-9

Contains terms relevant to the consideration of national health insurance and health care.

UNDERSTANDING NEUROTIC DISORDER. Booklet. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 46pp. $1.90 ea.

Source: GPO S/N 017-024-00774-9

This non-technical booklet discusses the symptoms and diagnosis of neurosis, reviews the history of its definition and treatment, and outlines the patterns of the various types of neuroses.

INSIDE THE CELL: THE NEW FRONTIER OF MEDICAL SCIENCE. Booklet. Department of Health, Education, and Welfare, Public Health Service, National Institutes of Health. 1978. 96pp. ill. $2.40 ea.

Source: GPO S/N 017-040-00439-7

The next big leap in medical science depends largely on how fast and how well scientists succeed in understanding the world of the living cell. This booklet explains the current state of cellular knowledge in layman's language. Attractively and richly illustrated, *Inside the Cell* begins with a general definition of a cell, describes its basic characteristics and then goes on to discuss the functions of the individual parts of the cellular structure. A fascinating primer on today's medical frontier that will delight both the intellectually curious casual reader and the beginning science or biology student.

PHYSICIAN'S HANDBOOK ON MEDICAL CERTIFICATION: DEATH, BIRTH, FETAL DEATH. 1978. 69pp. $2.20 ea.

Source: GPO S/N 017-022-00627-8

Contains instructions for physicians on the registration of deaths, births, and fetal deaths, based on the 1978 revisions of the U.S. Standard Certificates of Death and Live Birth.

CAREERS IN HEALTH: THE PROFESSIONALS GIVE YOU THE INSIDE PICTURE ABOUT THEIR JOBS. 2 cassettes: C-90; 15/16 IPS; 4 Track. RC. Barbara Zimmer-

man and David B. Smith. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1978.

Source: LC/NLSBPH RC 13525

Dramatic vignettes present the activities, problems, responsibilities, and satisfactions of a wide variety of health occupations. Includes such relatively new occupations as physician's assistant and emergency medical technician. For high school and adult readers.

AUDIOVISUAL AIDS IN MEDICAL EDUCATION: MAY 1974 THROUGH APRIL 1978. Department of Health, Education, and Welfare, Public Health Service. 1978. 14pp.

Source: HEW/PHS

CATALOG OF AUDIOVISUAL MATERIALS. Department of Health, Education, and Welfare, Public Health Service. 1977. 33pp.

Source: HEW/PHS

CATALOG OF INFORMATION AND EDUCATION MATERIALS. Department of Health, Education, and Welfare, Public Health Service. 1977. $1.40 ea.

Source: GPO S/N 017-043-00076-5

COMPUTER AIDED AND PROGRAMMED INSTRUCTION IN MEDICAL EDUCATION: MAY 1974 THROUGH APRIL 1978. Martha J. Benzer. Department of Health, Education, and Welfare, Public Health Service. 1978. 6pp.

Source: HEW/PHS

MEDLINE - AN INTRODUCTION FOR USERS. 16 min., 2 x 2 Slides, Audiocassette, Col. 1975. Sale $12.50

Source: GSA/NAC Title No. 009840/PF

Acquaints the viewer with the purpose and use of Medline as a reference tool. Demonstrates Medline capabilities through the use of a simulated search. 40 slides, 1 audiocassette, 2-track, mono, with audible and inaudible advance signals.

I CARE TRAINING - A SERIES. 2 16MM Films, Opt. Sd. 1975. Sale $121.75

Source: GSA/NAC Title No. 010733/PF

Shows the classroom sessions of instructions on use of the electronic thermometer and on team building for hospital employees.

Electronic Thermometer 6 Min.
Team Building 15 min.

Other Format(s) or Version(s): 2 - 2 x 2 Slide Sets. Audiocassette. 1975. Sale $20.00. Title No. 010734/PF.

TEACHING INTERPERSONAL SKILLS TO HEALTH PROFESSIONALS. 3/4 in. Videocassettes, Col. 1978.

Source: GSA/NAC

The following are available:

Program 1, Overview. 15 min. Sale $40.00. Title No. A015391/PF. Presents a brief overview of the interpersonal skills programs to help potential users determine if the series is appropriate to their needs.

Programs 2-7. 85 Min. Sale $114.00. Title No. A01540/PF. Discusses the importance of advance planning in preparing for instruction, demonstrating skills to be learned, providing practice opportunities, documenting and critiquing practice experiences and other key elements used in teaching interpersonal skills.

Both of these are intended for teachers in health professions; guides are included.

ANNUAL EARNINGS AND EMPLOYMENT PATTERNS OF PRIVATE NONAGRICULTURAL EMPLOYEES, 1973-75. Bulletin 2031. Department of Labor, Bureau of Labor Statistics. 1979. 383pp. $7.50 ea.

Source: GPO S/N 029-001-02386-3

This bulletin presents statistics on annual earnings and employment in the United States in 1973, 1974, and 1975. The Bureau of Labor Statistics developed the data from a 1% random sample of records of the Social Security Administration and the Railroad Retirement Board. The data provide a more accurate picture of annual earnings and employment patterns by industry than is available from any other source. The data are the last available from the Social Security Administration and provide historical continuity with the other published data in the series.

EXPLORING CAREERS. Handbook. Department of Labor, Bureau of Labor Statistics. 1979. 550pp. $10.00 ea.

Source: GPO S/N 029-001-02224-7. Also available from DOL/BLS.

A career education resource designed and written for junior high students; older students will find this book useful also. It can be used in classrooms, career resource centers and youth programs and is packaged to facilitate either group or individual use. Titles of individual chapters are: The World of Work and You, Industrial Production Occupations; Office Occupations; Service Occupations; Education Occupations; Sales Occupations; Construction Occupations; Transportation Occupations; Scientific and Technical Occupations; Mechanics and Repairers; Health Occupations; Social Scientists; Social Service Occupations; Performing Arts, Design and Communications Occupations; Agriculture, Forestry, and Fishery Occupations. *Exploring Careers* can be purchased as: A single volume, $10.00 ea.; 15 separate booklets, one for each chapter, $2.00 ea.; a set of 15 booklets, $12.00 set, S/N 029-001-02225-5.

FLASHOVER: POINT OF NO RETURN. Film. 12 mins. 1978. Free. Department of Commerce, National Bureau of Standards.

Source: DOC/NBS

The film describes the nature of flashover and fire and the threat they impose on patients in hospitals, nursing homes, and other health care facilities. The program is based on detailed studies of actual fires and analyses of full-sized fire tests conducted at the National Bureau of Standards and other research laboratories. The film combines views of these fire tests with carefully drawn art work of fire and dramatization of a true life story in a nursing home. Produced for hospital and nursing home staffs and administrators, and other public health officials.

FACTS ABOUT HEARING AND HEARING AIDS. Department of Commerce, National Bureau of Standards. 1979. 32pp. $1.30 ea.

Source: GPO S/N 003-003-02024-9

Explains briefly how the ear functions; describes various types of hearing loss; explores the different kinds of hearing aids available; and offers practical suggestions for their selection, use, and maintenance.

DENTAL PROGRAMS

CHOOSING TO SERVE, A CAREER AS A DENTAL HYGIENIST. Department of Health, Education, and Welfare, Public Health Service, National Center for Health Services Research. 1977. 8pp. ill $0.70 ea.

Source: GPO S/N 017-021-00028-1

APPOINTMENT CONTROL IN A TEAM DENTAL PRACTICE. HRA77-16. Manual. Department of Health, Education, and Welfare, Health Resources Administration. 1977.

Source: PB-261665/4 WW

This manual is designed to teach dentists and receptionists a new method of scheduling dental patients. One section describes the dentist's role in the appointment scheduling process and another describes the receptionist's responsibilities.

DENTAL ASSISTING - A CAREER ON THE MOVE. HRA78-40. Department of Health, Education, and Welfare, Health Resources Administration. 1978.

Source: HEW/HRA

This publication can be used in recruitment efforts and contains information about careers in dental assisting.

PROJECT CORRELATE: CORRELATING BASIC SCIENCE INFORMATION WITH CLINICAL INSTRUCTION IN DENTAL ASSISTING. HRA 80-6. Department of Health, Education and Welfare, Health Resources Administration. Government Printing Office. 1979. 116pp.

Source: HEW/PHS

This guide presents a method for correlating science information with clinical procedures. It shows the results from using that method on 56 common dental assisting procedures and the science information revealed by these analyses are organized according to specific science areas.

CHAIRSIDE ASSISTING SKILL EVALUATION (CASE). Department of Health, Education, and Welfare, Health Resources Administration. 1978.

Source: HEW/HRA

Checklists designed for use by students and faculty in the institutional setting and the clinical setting. Instructors are encouraged to reproduce these materials for use in evaluating the chairside assisting skills of dental assisting students; the materials can be modified to suit specific curriculum.

COMPUTER ASSISTED AND PROGRAMMED INSTRUCTION IN DENTAL EDUCATION: MAY 1974 THROUGH APRIL 1978. Donald C. Borton. Department of Health, Education, and Welfare, Public Health Service. 1978. 2pp.

Source: HEW/PHS

DENTAL ASSISTING: A CAREER ON THE MOVE. Department of Health, Education, and Welfare, Public Health Service. 1978. 7pp. ill.

Source: HEW/PHS

EXPOSURE AND PROCESSING GUIDE FOR DENTAL RADIOGRAPHY. Department of Health, Education, and Welfare, Public Health Service. 1978. 24pp. ill. $1.20 ea.

Source: GPO S/N 017-015-00146-6

CASE PRESENTATION MODEL FOR THE CHILD DENTAL PATIENT. 25 min., 3/4 in., Videocassette, Col. 1977. Sale $48.00

Source: GSA/NAC Title No. 010444/PF

Provides the basic format of a case presentation. Includes oral findings, treatment proposed, number of appointments required, financial investment necessary, future treatment, and prognosis. Cleared for educational closed circuit TV only.

CAVITY PREPARATIONS FOR AMALGAM AND TOOTH-COLORED MATERIALS - INSTRUCTOR'S GUIDE. 62 pages Printed material for use with media. 1976. Sale $3.50

Source: GSA/NAC Title No. 007770/PF

Guides the instructor in the use of the materials. Includes mid- course and final written and practical examinations. 9 illustrations.

CAVITY PREPARATIONS FOR AMALGAM AND TOOTH-COLORED MATERIALS - STUDENT SYLLABUS. 277pp. Printed material for use with media. 1976. Sale $6.75

Source: GSA/NAC Title No. 007771/PF

Describes detailed procedures with narrative, diagrams, and photographs for each course module. Includes background information, procedure descriptions, criteria, procedure summaries, armamentaria, study questions, evaluation forms for plastic and natural teeth, and instructions for laboratory practice. 79 illustrations.

CLINICAL PROCEDURES FOR DENTAL ASSISTANTS, PT. 1, THE ANESTHETIC SYRINGE. 10 min., 3/4 in. Videocassette, Col. 1978. Sale $33.00

Source: GSA/NAC Title No. A00915/PF

Describes the armamentarium needed for preparation of the anesthetic syringe and demonstrates correct administration of anesthetic. Audience: Dental students. Credit: Elizabeth Ochoa, CDA, MAT, College of Allied Health Sciences, Dental Assisting Program, Medical University of South Carolina. 8 - Page Study Guide included. Cleared for TV.

DENAR SYSTEM OF OCCLUSAL TREATMENT, THE, PT 3, PANTOGRAPHIC RECORDING. 16 min., 16 MM Film, Opt. Sd., Col. 1976. Sale $92.75.

Source: GSA/NAC Title No. 007701/PF

Shows how to program the patient, assemble the pantograph, and record the tracings. In order to make a meaningful pantographic recording, the patient must be trained to execute the required jaw movements slowly and on command. From the Denar System Series. Other Format(s) or Version(s): 16 min., 3/4 in. Videocassette, Col. 1976. Title No. 010595/PF Sale $80.00.

DENTAL ASSISTANT UTILIZATION - AMALGAM PROCEDURE. 19 min., 3/4 in. Videocassette, Col. 1976. Sale $80.00

Source: GSA/NAC Title No. 010585/PF

Shows how an amalgam restorative procedure can be accomplished in an environment which is comfortable for the patient, dentist, and the assistant, by using the principles of motion economy and work simplification. From the initial pre-preparation of instruments, through the anesthetic injection, to the cavity preparation and restoration, the dentist and his assistant demonstrate the coordinated teamwork which contributes to a smooth functioning operation.

DENTAL ASSISTANT UTILIZATION -ENDODONTICS - INITIAL VISIT. 11 min., 3/4 in. Videocassette, Col. 1976. Sale $80.00

Source: GSA/NAC Title No. 010453/PF

Explains various procedures which will allow for efficient coordinated functioning by the dentist and the assistant. Emphasizes the principles of motion economy and work simplification. Other Format(s) or Version(s): 11 min., 16MM Film, Opt. Sd., Col. 1976. Rental $12.50 Sale $63.75. Title No. 008395/PF.

DENTAL ASSISTANT UTILIZATION - RUBBER BASE - IMPRESSION PROCEDURE. 16 min., 16 MM, Film, Opt. Sd., Col. 1976. Sale $92.75

Source: GSA/NAC Title No. 008393/PF

Demonstrates the importance of such procedures as pre-preparation, proper positioning, and instrument transfer in accomplishing a rubber base impression in a comfortable and efficient manner. Other Format(s) or Version(s): 16 min. 3/4 in. Videocassette, Col. 1976. Title No. 010586/PF Sale $80.00

DENTAL PRACTICE TRIGGER SITUATIONS - INTERPERSONAL RELATIONS. 11 min., 16 MM Film, Opt. Sd., Col. 1975. Rental $12.50 Sale $ 63.75.

Source: GSA/NAC Title No. 007860/PF

Discusses interpersonal problems in a dental practice. Encourages serious thinking about the challenges of managing a dental practice, a personal commitment to better management, and self-assessment in relation to the role of the dentist as a manager of a dental team.

PATIENT-OPERATOR POSITIONING IN DENTAL HYGIENE. 9 min., 3/4 in. Videocassette, Col. 1978. Sale $33.00

Source: GSA/NAC Title No. A00916/PF

Demonstrates the correct positioning for dental hygienist and patient during dental hygiene procedures. Audience: Dental students. 8 - Page Study Guide included. Cleared for TV.

PREVENTIVE DENTISTRY - A HOSPITAL BASED PROGRAM. 18 min., 16 MM Film, Opt. Sd., Col. 1977. Sale $104.50

Source: GSA/NAC Title No. 000866/PF

Describes the approach and methodology of formulating a preventive dentistry program in a hospital. Beginning with initial encounters with management and the nursing service, learning sessions are set up with the personnel who will assist the dental service in the preventive dentistry program. Emphasizes the importance of a program that will benefit all patients. Cleared for TV.

PREVENTIVE DENTISTRY - A HOSPITAL BASED PROGRAM. 18 min., 16MM Film, Opt. Sd., Col. 1977. Sale $104.50

Source: GSA/NAC Title No. 00866/PF

Describes the approach and methodology of formulating a preventive dentistry program in a hospital Beginning with initial encounters with management and the nursing service, learning sessions are set up in the personnel who will assist the dental service in the preventive dentistry program. Emphasizes the importance of a program that will benefit all patients. Cleared for TV.

AUDIOVISUAL AIDS IN DENTAL EDUCATION: MAY 1974 THROUGH APRIL 1978. Donald C. Borton. Department of Health, Education and Welfare, Public Health Service. 1978. 5pp.

Source: HEW/PHS

MEDICAL LABORATORY, DIAGNOSTIC AND TREATMENT SERVICES

MULTIPLE SCLEROSIS: HOPE THROUGH RESEARCH. Booklet. Department of Health, Education, and Welfare, Public Health Service, National Institute of Neurological Disorders and Stroke. 1979. 16pp. ill. $1.20 ea.

Source: GPO S/N 017-049-00101-8

Multiple sclerosis is a disorder of the brain and spinal cord that affects an estimated 250,000 young American men and women between the ages of 20 and 40. This booklet describes the nature, symptoms, and diagnosis of MS and outlines current treatments and research.

GUIDE FOR THE CARE AND USE OF LABORATORY ANIMALS. Department of Health, Education, and Welfare, Public Health Service. 1978. 70pp. $2.20 ea.

Source: GPO S/N 017-040-00427-3

Provides information to assist scientific investigators in using and caring for laboratory animals in ways judged to be professionally appropriate. Topics include laboratory animal management, laboratory animal quality and health, institutional policies, and physical plant.

A PRACTITIONER'S GUIDE TO THE DIAGNOSTIC X-RAY EQUIPMENT STANDARD. Department of Health, Education, and Welfare, Food and Drug Administration. 1978. 11pp. $0.80 ea.

Source: GPO S/N 017-015-00147-4

SOURCE BOOK OF EDUCATIONAL MATERIALS FOR MEDICAL RADIOGRAPHERS. Mary Lou Pijar. Department of Health, Education, and Welfare, Public Health Service. 1977. 88pp. $2.50 ea.

Source: GPO S/N 017-015-00143-1

CHILD WITH URINARY TRACT INFECTION, THE 20 min., 2 x 2 Slides, Audiocassette, Col. 1976. Sale $25.75

Source: GSA/NAC Title No. 007921/PF

Discusses clinical recognition of urinary tract infection, diagnosis, investigative procedures, and management. For each age group, cites the characteristic presenting symptoms, sex distribution, route of infection, incidence of associated urinary tract abnormalities, and risk of recurrence of urinary tract infection. Outlines methods of obtaining urine specimens and advantages and disadvantages of each. 80 Slides. 1 Audiocassette. 2-Track, Mono., with audible and

inaudible advance signals, or with inaudible signals only. 1 script included.

DIAGNOSIS OF HANSEN'S DISEASE. 17 min., 3/4 in. Videocassette, Col. 1977. Sale $80.00

Source: GSA/NAC Title No. A01267/PF

Discusses signs, symptoms, and areas of involvement of Hansen's Disease (Leprosy). Emphasizes diagnostic techniques. Shows clinical manifestations and presents differential diagnosis aspects. Audience: Medical, nursing, and allied health professions. Cleared for TV.

MAKING COMPOSITE COLOR SLIDES WITH A REAR PROJECTION SYSTEM. 8 min., 3/4 in. Videocassette, Col. 1976. Sale $33.00

Source: GSA/NAC Title No. 008476/PF

Demonstrates equipment, materials, and procedures in making composite slides. Suggests variations and additional applications of the system. Cleared for TV.

WORLD WITHIN A WORLD - A SERIES. 1 16MM Film, Opt. Sd., 1978. Sale $139.25

Source: GSA/NAC Title No. A00235/PF

Demonstrates safe operation of a Class IV Containment Facility. Describes principles of, equipment, and procedures used in the operation of a Class IV to handle virulent viruses and hazardous DNA safety. Audience: Those interested in maximum laboratory containment of high risk DNA studies. Other Format(s) or Version(s): 1 - 3/4 in. Videocassette. 1978. Sale $100.00. Title No. A00236/PF.

BLOOD PROCURFMENT TECHNIQUE. 3/4 in. Videocassettes. Col. 1975.

Source: GSA/NAC

The following are available:

Capillary Method. 13 min. Sale $80.00. Title No. A 01653/PF. Demonstrates the proper procedure for obtaining a blood sample by the capillary method.

Venipuncture. 13 min. Sale $80.00. Title No. A 01656/PF. Demonstrates the proper procedure for obtaining a blood sample by the venipuncture method, specifically the vacutaner method. Both are intended for health personnel and students; not cleared for T.V.

NUCLEAR MEDICAL TECHNOLOGY

DOUBLE-EDGED SWORD, THE. 23 min., 16MM Film, Opt. Sd., Col. 1976. Sale $133.50

Source: GSA/NAC Title No. 007825/RR

Discusses radiation safety for users of analytical x-ray equipment. Uses interviews with victims for first-hand accounts of accidents, and photographs from medical records to show the injuries that result. Cleared for non-sponsored TV.

SOURCE BOOK OF EDUCATIONAL MATERIALS FOR MEDICAL RADIOGRAPHERS. Mary Lou Pijar. Department of Health, Education, and Welfare, Public Health Service. 1977. 88pp. $2.50 ea.

Source: GPO S/N 017-015-00143-1

EMERGENCY MEDICAL TECHNOLOGY

FIRST AID. Department of the Interior, Mining Enforcement and Safety Administration. 1980. Reprinted 1979. 66pp. ill. $2.75 ea.

Source: GPO S/N 024-019-00017-9

This publication explains first aid techniques to be used before medical help arrives. Tells how to perform critical life saving procedures and gives special measures to apply to specific injuries.

A LIST OF AUDIOVISUAL MATERIALS PRODUCED BY THE UNITED STATES GOVERNMENT FOR EMERGENCY MEDICAL SERVICES. General Services Administration, National Audiovisual Center. 11pp.

Source: GSA/NAC

BETWEEN LIFE AND DEATH. 26 min., 16MM Film, Opt. Sd., Col. 1978. Sale $150.75

Source: GSA/NAC Title No. 010687/RI

Demonstrates how an emergency medical services system should respond to an emergency. Shows how life is sustained and prolonged through proper prehospital measures both at the scene of an emergency and in transit. Explains how an efficient EMS System provides the necessary coordination, transportation, and communications to bring an injured person under definitive medical care in the shortest practical time. Award(s): Red Ribbon, American Film Festival, 1978. Cleared for T.V.

CARDIOPULMONARY RESUSCITATION. 20 min., 16MM Film, Opt. Sd., Col. 1975. Sale $116.00 Rental $12.50

Source: GSA/NAC Title No. 009796/RI

Teaches the correct method of cardiopulmonary resuscitation. Serves as a means for reviewing and reinforcing basic techniques previously taught and practiced at training sessions. Restriction: Purchasers must first request written permission from Chief, Office of Audiovisuals. U. S. Department of Labor, Mine Safety and Health Administration, 4800 Forbes Avenue, Pittsburgh, PA 15313. After permission has been obtained, the purchaser should send his order to the National Audiovisual Center with the statement of approval attached.

DAY OF THE KILLER TORNADOS. 27 min., 16MM Film, Opt. Sd., Col. 1978. Rental $12.50 Sale $156.50

Source: GSA/NAC Title No. 010659/RI

Presents the story of the day 147 deadly twisters swept through Ohio, Kentucky, and Alabama. The funnels devastated large portions of 11 states, killing 307 people in the U. S. and 8 more in Canada. Includes extensive footage of the tornados actually striking Xenia, Cincinnati, and Louisville. Also shows how warning, advance preparation, and coordination in emergency operating centers have helped to save many lives.

EMS - THE WAY TO SAVE LIVES. 25 min. 2 x 2 Slides, Audiocassettes, Col. 1976. Sale $33.25

Source: GSA/NAC Title No. 007693/RI

Describes the Model Emergency Medical Services Communication System which is endorsed by the U. S. Department of Transportation. Provides for a 'common system' approach to emergency services through a common broadcasting channel. 94 Slides. 1 Audiocassette. 2-Track. Mono. With audible and inaudible advance signals. Script and booklet included.

HYPOTHERMIA AND COLD WATER SURVIVAL. 46 2 x 2 Slides, Silent, Col. 1977. Sale $15.00

Source: GSA/NAC Title No. 010214/RI

Defines hypothermia, a killing disease that results from acute or prolonged exposure to cold. Whether the victim suffers hypothermia by floating in cold water, or by prolonged exposure to cold weather, certain physiological changes pose grave health dangers. Presents a procedure for increasing one's odds of survival in a critical situation, because people likely to suffer hypothermia are boaters, skiers, and hunters. 26 page instructor's guide included.

IN-HOSPITAL LIFE SAVING TECHNIQUES. 20 min., 16MM Film, Opt. Sd., Col. 1975. Sale $116.00

Source: GSA/NAC Title No. 009647/RI

Shows a mock in-service training class on emergency life saving techniques for hospital employees. From the I Care Training Series.

PRACTICAL PERFORMANCE EXAMINATION FOR EMERGENCY MEDICAL TECHNICIAN, A - BASIC LEVEL. 92 min., 3/4 in. Videocassete, Col. 1977. Sale $232.50

Source: GSA/NAC Title No. 010637/PI

Gives step-by-step instructions for organization and execution of the standardized practical performance examinations of the basic level emergency medical technicians. Skills tested are those identified as critical by nationally recognized experts in emergency medical care. Following the model presented, users will be able to stage objective, criterion and referenced practical performance exams for candidates who have completed the 81 hour curriculum developed by the U. S. Department of Transportation. 64-page course guide included. Cleared for T.V.

STAGING THE ADVANCE CARDIAC LIFE SUPPORT PROVIDERS' COURSE. 30 min., 16MM Film, Opt. Sd., Col. 1978. Sale $174.00

Source: GSA/NAC Title No. 010642/RI

Provides visual orientation to the logistics of staging the course as the American Heart Association intends. Many physicians, nurses, and paramedics are required as a condition of their employment to pass the Advanced Cardiac Life Support Providers' Course developed by the AHA. Produced in cooperation with the American Heart Association.

INSTRUCTOR TRAINING FOR BASIC TRAINING COURSE /EMERGENCY MEDICAL TECHNICIAN (SECOND EDITION). 70 min., 2 x 2 Slides, Audiocassette, Col. 1979. Sale $38.75

Source: GSA/NAC Title No. A0193/RI

Designed to upgrade the teaching methods and program content for the instruction of EMT's, emphasizes the EMT course principles of learning by doing, practice and repetition, and reinforcement/integration. 111 slides, 2 audiocassettes with aubible tones only. 28 page student guide.

CRASH VICTIM EXTRICATION. 2 x 2 Slides, Silent, Col. 1979. Sale $18.00

Source: GSA/NAC Title No. A01927/RI

Designed to upgrade the emergency medical technician's skill, knowledge and ability to establish priorities for removing persons from crashed vehicles. Although designed basically for EMT's, this course also meets the requirements for teaching light duty extrication methods to rescue and safety personnel. The course emphasizes the development of skills in gaining entry, freeing, and removing an injured and trapped individual. Intended audience: Rescue Squad Workers, EMT's, Firemen, Policemen. 56 Slides, 48 page instructor manual, 36 page student manual.

CENTER OF THE EQUATION, THE. 29 min., 16MM Film, Opt. Sd., Col. 1977. Sale $168.25

Source: GSA/NAC Title No. 007919/RR

Relates through actual case histories how hospitals through various innovations, improved their capability in providing primary health care on an ambulatory basis.

EMERGENCY ACTION GUIDE FOR SELECTED HAZARDOUS MATERIALS. Booklet. Department of Transportation, Research and Special Programs Administration and National Highway Traffic Safety Administration. Government Printing Office. 1978. 75pp.

Source: GPO S/N 050-003-00342-5

This guide was prepared to help emergency service personnel during the first 30 minutes of an incident involving a spill of a volatile, toxic, gaseous and/or flammable material that is shipped in bulk. General and specific safety procedures to follow are provided in spill guides arranged alphabetically by hazardous material.

TRAINING PROGRAM FOR OPERATION OF EMERGENCY VEHICLES. Department of Transportation, National Highway Safety Bureau. 1978.

Source: GPO

The following three publications support a five-day instructional curriculum that prepares emergency personnel to operate emergency vehicles, to insure proper maintenance and inspection of such vehicles, to carry out necessary communications activities, and to cope with unexpected situations.

Course Guide. 44pp. $2.30 ea. S/N 050-003-00330-1. Provides guidance to those who will organize and administer the course. Contains a description of the objectives and scope of the course, covers course planning considerations, and details the special requirements of the in-vehicle range exercises. Also supplies guidelines for monitoring and evaluating the course.

Trainee Study Guide. 250pp. ill. $4.75 ea. S/N 050-003-00331-0. The student's workbook, used in class for taking notes, for self- measuring progress through practice and review exercises, and for a reference to the course material in the first few weeks on the job. Unbound, three-hole punch.

Instructor Lesson Plan. 462pp. ill. $7.00 ea. S/N 050-003-00332- 8. Suggests basic teaching methods to the instructor. Includes a listing of course objectives, necessary instructor preparation activities, textual content for the instructor's presentation, practice exercises, and review questions for each of the units of the course. Unbound, three-hole punch.

A GUIDE TO HEALTH EDUCATION IN AMBULATORY CARE SETTINGS. Department of Health, Education, and Welfare, Public Health Service. 1978. 136pp.

Source: HEW/PHS

EMS - THE WAY TO SAVE LIVES. 25 min., 2 x 2 Slides, Audiocassette, Col. 1976. Sale $33.25

Source: GSA/NAC Title No. 007693/PF

Describes the model Emergency Medical Services Communication System which is endorsed by the U. S. Department

of Transportation. Provides for a 'common system' approach to emergency services through a common broadcasting channel. 94 Slides. 1 Audiocassette. 2-Track, Mono., with audible and inaudible advance signals. Script and booklet included.

NATIONAL APPRENTICESHIP AND TRAINING STANDARDS FOR EMERGENCY MEDICAL TECHNICIANS. Booklet. Department of Labor, Employment and Training Administration. 1978. 82pp.

Source: DOL/ETA

Provides definitions, qualifications for application, terms of apprenticeship, and other pertinent information.

HELP IS N.E.A.R. 33 min, 16MM Film, Opt. Sd., Col. 1979. Sale $191.00

Source: GSA/NAC Title No. A01422

Dramatizes several common highway related emergency situations and demonstrates how the citizens band channel 9 monitor can cut response time. N.E.A.R. is The National Emergency and Radio Program, which was developed to provide training and coordinate activities of volunteer and public safety agency emergency channel 9 monitors with the activities of the established emergency response system. Describes how N.E.A.R. provides the vitally important link between citizens at large and the emergency response system. Guides are included.

NURSING PROGRAMS

DEVELOPMENTAL APPROACH TO CASEFINDING, WITH SPECIAL REFERENCE TO CEREBRAL PALSY, MENTAL RETARDATION, AND RELATED DISORDERS. Booklet. Department of Health, Education, and Welfare, Public Health Service, Federal Health Programs Service. 1979. 116pp. ill.

Source: GPO S/N 017-029-00027-4

This booklet is an aid to nurses in recognizing signs of disease and anomalies in infants; contains a wheel chart in packet.

STANDARDS AND EDUCATIONAL GUIDELINES FOR GERONTOLOGIC NURSING PRACTICES. Veterans Administration. 1978. 38pp. $1.70 ea.

Source: GPO S/N 051-000-00119-2

TRAINING NEEDS IN GERONTOLOGY, HEARING BEFORE THE SPECIAL COMMITTEE ON AGING, SENATE, 94TH CONGRESS, 1ST SESSION, PART 3, MARCH 7, 1975. United States Congress. 1975. 40pp. $0.50 ea.

Source: GPO S/N 052-070-03062-3

STAGING THE ADVANCE CARDIAC LIFE SUPPORT PROVIDERS' COURSE. 30 min., 16MM Film, Opt. Sd., Col. 1978. Sale $174.00

Source: GSA/NAC Title No. 010642/RI

Provides visual orientation to the logistics of staging the course as the American Heart Association intends. Many physicians, nurses, and paramedics are required as a condition of their employment to pass the Advanced Cardiac Life Support Providers' Course developed by the AHA. Produced in cooperation with the American Heart Association.

ADMISSIONS. 4 min., 16MM Film, Opt. Sd., Col. 1976. Sale $23.25

Source: GSA/NAC Title No. 007998/RR

Contrasts two different attitudes displayed by a nursing home admissions officer. Shows one cold and indifferent, and the other concerned and sympathetic to the prospective patient's needs. One instructor's manual and 8 copies of the student guidebook included. From the *It Can't Be Home* Series. Cleared for TV.

CENTER OF THE EQUATION, THE. 29 min., 16MM Film, Opt. Sd., Col. 1977. Sale $168.25

Source: GSA/NAC Title No. 007919/RR

Relates through actual case histories how hospitals through various innovations, improved their capability in providing primary health care on an ambulatory basis.

NURSING SITUATIONS. 31 min., 3/4 in. Videocassette, Col. 1975. Sale $60.00

Source: GSA/NAC Title No. 009720/RR

Presents nine commonly encountered nurse-patient situations designed to develop skills in observing and analyzing verbal and nonverbal communications and to evaluate effectiveness of various interventive techniques in dealing with patients. Study manual included.

WHERE THE OLD KEEP ON GROWING. 11 min., 16MM Film, Opt. Sd., Col. 1976. Sale $63.75

Source: GSA/NAC Title No. 008596/RR

Traces the development of a day care center for Chinese adults and other minorities in Chinatown, San Francisco. Explains the problems of the fear and resentment which elderly Chinese historically display to hospitals and nursing homes. Highlights a comprehensive health planning approach in the day care center and the training of out-reach workers. This is an updated version of the 1974 film *On Lok.*

CHILD HEALTH ASSESSMENT, PART I: A LITERATURE REVIEW. HRA75-30. Department of Health, Education, and Welfare, Health Resources Administration. 1975.

Source: GPO S/N 017-041-00082-7. Also available from HEW/HRA.

First phase in a study to provide clinic nurses with tools for identifying problems of health and development in infants and young children. Provides a summary of a broad range of health states and their related social, behavioral, and psychological characteristics.

A ROLE GUIDE AND RESOURCE BOOK FOR CLINICAL PRECEPTORS. HRA77-14. Department of Health, Education, and Welfare, Health Resources Administration. 1977.

Source: GPO S/N 017-022-00534-4

The number of preceptorships in primary care and in geographically underserved areas is increasing in response to Federal initiatives. This publication will aid clinicians in health maintenance organizations and in family practice departments in their tasks as practitioner-instructors for medical and nursing students.

HOW TO SELECT A NURSING HOME. Department of Health, Education, and Welfare, Public Health Service. 1977. 52pp. ill. $0.90 ea.

Source: GPO S/N 017-022-00502-6

This publication will give the information necessary to evaluate and select a nursing facility that will meet the needs of the patient at a reasonable cost.

NEW LIGHT ON AUTISM AND OTHER PUZZLING DISORDERS OF CHILDHOOD. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 18pp. $1.10 ea.

Source: GPO S/N 017-024-00811-7

Reports on research being conducted at the Children's Clinic Research Center of the Yale University School of Medicine on autism, childhood aphasia, atypical personality development, psychological dwarfism, and Tourette's Syndrome. Symptoms, development, and treatment successes are all described and discussed in plain language.

THE COMMUNITY HEALTH NURSE AND ALCOHOL-RELATED PROBLEMS. Textbook. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978.

Source: GPO

The following two books assist in the presentation of a course which helps train nurses in the individualized care of alcohol-dependent persons and their families:

Instructor's Curriculum Planning Guide. 361pp. $5.50 ea. S/N 017-024-00754-4. Contains the information necessary to plan and deliver the course, including suggested learning objectives, activities, and resources.

A Book Of Readings. 195pp. $4.00 ea. S/N 017-024-00753-6. The essential subject matter of the course in six chapters, each one written by a nurse specialist in alcohol misuse and alcoholism.

NURSING HOME CARE. Booklet. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration. 1973. Rev. 1977. 33pp. ill. $1.50 ea.

Source: GPO S/N 017-061-00040-2

Contains information necessary to evaluate a nursing home and select a proper facility that will meet the patients' needs at a reasonable cost.

HIGH SCHOOL SENIORS' ATTITUDES AND CONCEPTS OF NURSING AS A PROFESSION. DHEW Publication No. HRA 76-35. Department of Health, Education and Welfare, Health Resources Administration. Government Printing Office. 1976. 167pp. $2.00 ea.

Source: GPO S/N 017-080-00109-2

Reports the findings of a study which compared the knowledge and attitudes of nursing held by high school students. The information obtained from the study is being used in preparation of recruitment materials and guidance programs.

HEAD NURSE. 2 Cassettes: C-90; 15/16 IPS.; 4 Track. RC. Barbara Villet. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1975.

Source: LC/NLSBPH RC 09537

A realistic look at the trials and tribulations of a typical nurse in a large urban hospital. The author dispels any myths about the profession and depicts the human suffering of patients from all levels of society. Strong language.

NURSING INVOLVEMENT IN THE HEALTH PLANNING PROCESS. Philip A. Kalish and Beatrice J. Kalish. Department of Health, Education, and Welfare, Public Health Service. 1978. 114pp.

Source: HEW/PHS

AUDIOVISUAL AIDS IN NURSING EDUCATION: MAY 1974 THROUGH MAY 1978. Patricia E. Healy. Department of Health, Education, and Welfare, Public Health Service. 1978. 5pp.

Source: HEW/PHS

THE COMMUNITY HEALTH NURSE AND ALCOHOL-RELATED PROBLEMS: A BOOK OF READINGS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 195pp. $4.00 ea.

Source: GPO S/N 017-024-00753-6

COMPUTER ASSISTED AND PROGRAMMED INSTRUCTION IN NURSING EDUCATION: MAY 1974 THROUGH MAY 1978. Patricia E. Healy. Department of Health, Education, and Welfare, Public Health Service. 1978. 3pp.

Source: HEW/PHS

ADULT YEARS, THE 12 min., 16 MM Film, Opt. Sd., Col. 1976. Sale $69.50

Source: GSA/NAC Title No. 00481/PF

Focuses on the following concepts as they relate to the adult years: multiplicity of roles, productivity, the raising of offspring, physical and emotional changes, and self-esteem. Audience: Student Nurses in Undergraduate Programs. Study Manual entitled *Behaviorally Speaking* is available separately. From the Behaviorally Speaking Series. Cleared for TV. Other Format(s) or Version(s): 12 min. 3/4 in. Videocassette. Col. 1976. Sale $40.00. Title No. A01081/PF.

COMPLETE HISTORY AND PHYSICAL EXAMINATIONS, THE. 65 min., 3/4 in. Videocassette, Col. 1975. Sale $215.00

Source: GSA/NAC Title No. A01651/PF

Shows an initial patient interview with previously diagnosed treatment for regional enteritis. Also shows a physical examination of the same patient. Audience: Physicians, nurses, physician's assistants, and medical students. Not cleared for TV.

DIAGNOSIS OF HANSEN'S DISEASE. 17 min., 3/4 in. Videocassette, Col. 1977. Sale $80.00

Source: GSA/NAC Title No. A01267/PF

Discusses signs, symptoms, and areas of involvement of Hansen's Disease (Leprosy). Emphasizes diagnostic techniques. Shows clinical manifestations and presents differential diagnosis aspects. Audience: Medical, nursing, and allied health professions. Cleared for TV.

DISTINGUISHED LEADERS IN NURSING - A SERIES. 2 16MM Films, Opt. Sd. 1977. Sale $359.75

Source: GSA/NAC Title No. 010707/PF

Describes Mabel Keaton's career in the field of nursing. Audience: Nursing Students.

Distinguished Leaders in Nursing - Mabel Keaton Staupers, RN 59 Min.

Distinguished Leaders in Nursing - Lucile P. Leone 50 Min.

Other Format(s) or Version(s): 2 - 3/4 in. Videocassettes. 1977. Sale $132.00. Title No. 010438/PF.

NURSING SITUATIONS. 31 min., 3/4 in. Videocassette, Col. 1975. Sale $60.00

Source: GSA/NAC Title No. 009720/PF

Presents nine commonly encountered nurse-patient situations designed to develop skills in observing and analyzing verbal and nonverbal communication and to evaluate effectiveness of various interventive techniques in dealing with patients. Includes episodes showing the hospitalized mother, the patient who uses religion as a defense, the angry patient, the patient in pain, the ambulatory patient, the terminal patient, parental influence upon the hospitalized child, parents grieving over a stillborn baby, and the seductive patient, with pauses between each episode for class discussion. Credits Kathleen L. Field, MSN, Joan D. Feitas, MSN. Study manual included.

PHYSICAL MANAGEMENT OF PSYCHIATRIC PATIENTS. 27 min., 16 MM Film, Opt. Sd., Col. 1977. Sale $156.50

Source: GSA/NAC Title No. 002134/PF

Shows how to manage the disturbed patient in the rare instances where psychological techniques fail. Emphasizes the need for practice, so that the safety of the patient and staff will be preserved. Audience: Personnel working with the psychiatric patients. Cleared for Instructional TV only. Other Format(s) or Version(s): 27 min. 3/4 in. Videocassette. Col. 1977. Sale $80.50. Title No. 008763/PF.

POST PARTUM. 36 min., 3/4 in. Videocassette, Col. 1979. Sale $62.00

Source: GSA/NAC Title No. A02065/PF

Illustrates the role of the nurse clinician in caring for the post partum patient and her family, using the problem oriented approach to medical records as a method of analyzing, categorizing, synthesizing, and utilizing data. Demonstrates how to use a paper chart in conjunction with centralized computer storage. Audience: graduate nursing students in programs which prepare maternal-infant clinical nurse specialists. 36-page guide included. Cleared for closed- circuit TV only. Other Format(s) or Version(s): 36 min., 16 MM Film, Opt. Sd., Col. 1979. Sale $208.75. Title No. A02064/PF. 36-page guide included.

PREVENTIVE DENTISTRY - A HOSPITAL BASED PROGRAM. 18 min., 16MM Film, Opt. Sd., Col. 1977. Sale $104.50

Source: GSA/NAC Title No. 00866/PF

Describes the approach and methodology of formulating a preventive dentistry program in a hospital. Beginning with initial encounters with management and the nursing service, learning sessions are set up in the personnel who will assist the dental service in the preventive dentistry program. Emphasizes the importance of a program that will benefit all patients. Cleared for TV.

THREE-STAGE DEVELOPMENTAL SCREENING - INTRODUCTION TO THE DENVER PRESCREENING DEVELOPMENTAL QUESTIONNAIRE. 12 min., 2 x 2 Slides, Audiocassette, Col. 1977. Sale $18.75

Source: GSA/NAC Title No. 01066/PF

Presents the need for and benefits of screening young children for developmental problems. Emphasizes the 3-stage process developed by the University of Colorado Medical Center. Audience: Physicians, nurses, administrators in health care. 47 Slides, 1 Audiocassette, 2- Track, Mono., with audible and inaudible advance signals. Other Format(s) or Version(s): 12 min., 2 x 2 Slides, 1/4 In. Audiotape, Col. 1977. Sale $ 18.75. Title No. A00373/PF.

BEHAVIORALLY SPEAKING - A SERIES. 4 16MM Films, Opt. Sd. 1976. Sale $346.25

Source: GSA/NAC Title No 001178/PF

Explains norms and concepts of behavioral psychology as they relate to different stages in human development. A 24 page study manual is included. The following titles are available:

Early School Years. 15 min.
Those First Years. 17 min.
The Emerging Adult. 14 min.

Audience: Student nurses in undergraduate programs.

BLOOD PROCUREMENT TECHNIQUE. 3/4 in. Videocassettes. Col. 1975.

Source: GSA/NAC

The following are available:

Capillary Method. 13 min. Sale $80.00. Title No. A 01653/PF. Demonstrates the proper procedure for obtaining a blood sample by the capillary method.

Venipuncture. 13 min. Sale $80.00. Title No. A 01656/PF. Demonstrates the proper procedure for obtaining a blood sample by the venipuncture method, specifically the vacutaner method. Both are intended for health personnel and students; not cleared for T.V.

NURSING INTERVENTION. 3/4 in. Videocassettes, Col.

Source: GSA/NAC

The following present various simulated patient/nurse interviews, reactions and appropriate intervention skills:

One Facet Of Dementia. 20 min. 1977. Sale $80.00. Title No. A 01566/PF.

The Admission Interview-The Depressed Patient. 29 min. 1975. Sale $100.00. Title No. A 01572/PF.

The Delusional Patient. 23 min. 1975. Sale $100.00. Title No. A 01571/PF.

The Patient Who Is Experiencing Hallucinations. 23 min. 1975. Sale $100.00. Title No. A 01570/PF.

The Patient With Aggressive Behavior. 21 min. 1975. Sale $100.00 Title No. A 01569/PF.

The Patient With Manipulative Behavior. 21 min. 1975. Sale $100.00 Title No. A 01568/PF.

The Patient With Suspicious Behavior. 37 min. 1976. Sale $120.00 Title No. A 01567/PF.

Guides are included with each videocassette; the entire series is intended for nurses, medical and allied health students.

MENTAL HEALTH/HUMAN SERVICES PROGRAMS

SPEECH IMPROVEMENT FOR THE TRAINABLE RETARDED, A MANUAL FOR THE CLASSROOM TEACHER AND SPEECH IMPROVEMENT ACTIVITY BOOK. Guidebook. Department of Health, Education, and Welfare, Office of Education. 1975. 239pp. ill. $4.15 ea.

Source: GPO S/N 017-080-01543-9

This publication of activities and student worksheets has been specifically developed for the use of the classroom teacher involved with the trainable mentally retarded, especially those who do not have a speech therapist or materials readily available. It also provides materials to fill the gaps

between visits of the speech therapist to the classroom. Includes both a teacher's manual and activity book.

PROMOTING MENTAL HEALTH IN THE CLASSROOM, A HANDBOOK FOR TEACHERS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1973. Reprinted 1975. 87pp. ill. $1.55 ea.

Source: GPO S/N 017-024-00286-1

MENTAL HEALTH IN DEAFNESS: THE FUTURE OF MENTAL HEALTH SERVICES FOR DEAF PEOPLE, PROCEEDINGS OF THE FIRST ORTHOPSYCHIATRIC WORKSHOP ON DEAFNESS, ST. ELIZABETH'S MENTAL HOSPITAL HEALTH PROGRAM FOR THE DEAF, WASHINGTON, D. C., MAY 18 AND 19, 1976. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1977. 136pp. ill. $3.25 ea.

Source: GPO S/N 017-024-00684-0

SOUND MINDS IN A SOUNDLESS WORLD. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 147pp. ill. $3.25 ea.

Source: GPO S/N 017-024-00681-5

Less than two percent of the 43,000 hearing-impaired persons who need mental health services are receiving them. This booklet discusses the special mental health problems of the hearing-impaired and reviews the treatment, training, and research that is being conducted for this unique group at St. Elizabeth's Hospital in Washington, D.C.

CHANGING DIRECTIONS IN THE TREATMENT OF WOMEN: A MENTAL HEALTH BIBLIOGRAPHY. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1979. 508pp. $7.00 ea.

Source: GPO S/N 017-024-00920-2

TITLE 20 AND CETA, A COORDINATION GUIDE FOR TITLE 20 ADMINISTRATORS. Department of Health, Education, and Welfare, Office of Human Development Services. 43pp. $1.15 ea.

Source: GPO S/N 017-090-00023-2

Provides insights into what the Comprehensive Employment and Training Act (CETA) is and how it can benefit social services (TITLE 20) programs.

TO FIND THE WAY TO OPPORTUNITIES AND SERVICES FOR OLDER AMERICANS. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration. 1975. 44pp. $0.80 ea.

Source: GPO S/N 017-062-00091-3

Provides information for older Americans on special services available in many communities. Among the opportunities and services discussed are health programs, employment, adult education, and involvement in voluntary service projects.

CAREER EDUCATION AND HUMAN SERVICES Department of Health, Education, and Welfare, Office of Education. 1977. 23pp. $1.30 ea.

Source: GPO S/N 017-080-01741-5

CAREERS IN MENTAL HEALTH. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1975. 19pp. ill. $1.00 ea.

Source: GPO S/N 017-024-00463-4

THIS WAY TO REALITY. 114 min., 2 x 2 Slides, Audiocassette, Col. 1975. Sale $139.50

Source: GSA/NAC Title No. 009870/RR

Introduces reality orientation techniques and their practical application to families of geriatric patients and non-institutional personnel as well as medical professionals in the field of mental health as applied to the aging. Discusses the problems of the elderly in institutions. Demonstrates that the program can help many aged persons continue functioning with minimal assistance and care. 701 slides, with audible and inaudible advance signals. 1 guidebook and 1 AHA booklet included.

WHERE THE OLD KEEP ON GROWING. 11 min., 16MM Film, Opt. Sd., Col. 1976. Sale $63.75

Source: GSA/NAC Title No. 008596/RR

Traces the development of a day care center for Chinese adults and other minorities in Chinatown, San Francisco. Explains the problems of the fear and resentment which elderly Chinese historically display to hospitals and nursing homes. Highlights a comprehensive health planning approach in the day care center and the training of out-reach workers. This is an updated version of the 1974 film *On Lok.*

WORKING WITH ABUSIVE PARENTS FROM A PSYCHIATRIC POINT OF VIEW. Government Printing Office. 1975. 25pp. $0.45 ea.

Source: GPO S/N 017-090-00019-4

Psychiatric concepts of human development and behauior are used throughout the text as a framework for understanding and working

CHILD SEXUAL ABUSE: INCEST, ASSAULT, AND SEXUAL EXPLOITATION. Department of Health, Education, and Welfare, Office of Human Development Services. 1978. 27pp. $1.40 ea.

Source: GPO S/N 017-090-00043-7

Presents a brief overview of recent research findings concerning the nature, extent, dynamics, and effects of child sexual abuse, and outlines promising preventive and treatment techniques.

DETOXIFICATION TREATMENT MANUAL. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 45pp. $2.30 ea.

Source: GPO S/N 017-024-00775-7

This manual provides guidance and procedures for detoxification of the drug-dependent individual. Addressed to physicians, the information in this booklet is also of importance to all health professionals involved in drug abuse treatment and health care delivery.

OBSERVATIONS ON GERIATRIC MEDICINE. Department of Health, Education, and Welfare, Social and Rehabilitation Services Administration, Administration on Aging. 1979. 40pp. ill. $1.20 ea.

Source: GPO S/N 017-062-00114-6

Presents a concise summary of the ballooning health care needs of our elderly citizens, outlines common diseases and

disorders of the elderly, provides a plan for improving the delivery of health care for the elderly, and much more.

HOSPICES AND RELATED ACILITIES FOR THE TERMINALLY ILL: SELECTED BIBLIOGRAPHIC REFERENCES. Department of Health, Education, and Welfare, Public Health Service. 1979. 52pp. $2.40 ea.

Source: GPO S/N 017-022-00660-0

Publications cited in the bibliography include books, journal articles, pamphlets, bibliographies, and newspaper articles dealing with supportive care for the terminally ill and their families.

DRUG ABUSE PREVENTION FOR YOUR COMMUNITY. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 25pp. ill. $1.30 ea.

Source: GPO S/N 017-024-00790-1

Provides the latest information on commonly-used drugs and information on what can be done in your community to stop drug abuse before it starts.

HOW TO SELECT A NURSING HOME. Department of Health, Education, and Welfare, Public Health Service. 1977. 52pp. ill. $0.90 ea.

Source: GPO S/N 017-022-00502-6

This publication will give the information necessary to evaluate and select a nursing facility that will meet the needs of the patient at a reasonable cost.

SEDATIVE-HYPNOTIC DRUGS: RISKS AND BENEFITS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1977. 112pp. $3.00 ea.

Source: GPO S/N 017-024-00812-5

Presents the findings of the National Institute on Drug Abuse's assessment of the risks and benefits associated with the use of the sedative-hypnotics, both individually and by pharmacologic class. It contains a literature review, an epidemiological report, and a summary of an expert panel's discussion of the relative safety and efficacy of the sedative-hypnotics.

NEW LIGHT ON AUTISM AND OTHER PUZZLING DISORDERS OF CHILDHOOD. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 18pp. $1.10 ea.

Source: GPO S/N 017-024-00811-7

Reports on research being conducted at the Children's Clinic Research Center of the Yale University School of Medicine on autism, childhood aphasia, atypical personality development, psychological dwarfism, and Tourette's Syndrome. Symptoms, development, and treatment successes are all described and discussed in plain language.

UNDERSTANDING NEUROTIC DISORDER. Booklet. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 46pp. $1.90 ea.

Source: GPO S/N 017-024-00774-9

This non-technical booklet discusses the symptoms and diagnosis of neurosis, reviews the history of its definition and treatment, and outlines the patterns of the various types of neuroses.

CHILD ABUSE AND NEGLECT: A SELF-INSTRUCTIONAL TEXT FOR HEAD START PERSONNEL. Department of Health, Education, and Welfare, Office of Human Development Services. 1977. 135pp. $3.25 ea.

Source: GPO S/N 017-090-00035-6

Developed to help Head Start staff members in learning to deal effectively with abuse and neglect problems, this text is of value to anyone who works with children and wishes to learn more about techniques and approaches for identifying and reporting child abuse and neglect.

THE COMMUNITY HEALTH NURSE AND ALCOHOL-RELATED PROBLEMS. Textbook. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978.

Source: GPO

The following two books assist in the presentation of a course which helps train nurses in the individualized care of alcohol-dependent persons and their families:

- **Instructor's Curriculum Planning Guide.** 361pp. $5.50 ea. S/N 017-024-00754-4. Contains the information necessary to plan and deliver the course, including suggested learning objectives, activities, and resources.
- **A Book Of Readings.** 195pp. $4.00 ea. S/N 017-024-00753-6. The essential subject matter of the course in six chapters, each one written by a nurse specialist in alcohol misuse and alcoholism.

WHY YOUNG PEOPLE BECOME ANTISOCIAL. Pamphlet. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 10pp. $0.90 ea.

Source: GPO S/N 017-024-00795-1

This pamphlet summarizes research on the roots of violence and other antisocial behavior. It has been found that antisocial behavior nearly always begins at a very early age (as early as 6) and that it is rarely developed after 18.

DRUG DEPENDENCE IN PREGNANCY: CLINICAL MANAGEMENT OF MOTHER AND CHILD. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 117pp. $2.50 ea.

Source: GPO S/N 017-024-00799-4

A manual for medical practitioners on the special complexities in managing and treating a drug dependent mother-to-be. Discusses pharmacologic effects on mother and infant, clinical management of labor, delivery, and the immediate post-partum period, management of the newborn, continuing care of mother and infant, legal issues, and more.

MUTUAL HELP GROUPS: A GUIDE FOR MENTAL HEALTH WORKERS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. Printing Office. 1978. 61pp. $2.20 ea.

Source: GPO S/N 045-000-00158-0

This guide defines mutual help, discusses transitions, reviews the characteristics and nature of help, describes the work of specific mutual help groups, and details the role of the mental health worker with mutual help groups.

WORKING WITH OLDER PEOPLE: A GUIDE TO PRACTICE. Department of Health, Education, and Welfare, Public Health Service, Community Health Services Bureau. 1978

Source: GPO

This two-volume series provides basic practical information for those who work with older people. The following are available:

Volume 1: The Knowledge Base. 191pp. $3.75 ea. S/N 017-026-00074-7.

Volume 2: Human Services. 207pp. $4.25 ea. S/N 017-026-00075-5.

HANDBOOK FOR PROFESSIONAL DEVELOPMENT IN HUMAN SERVICES. Handbook. Department of Health, Education, and Welfare, Office of Education. 1979. 205pp. $4.25 ea.

Source: GPO S/N 017-080-02007-6

Presents curricular modules and professional development units that represent basic tools for the contemporary practices of career education and human services.

AFTER OUR BABY DIED. 20 min., 16 MM Film, Opt. Sd., Col. 1975. Rental $12.50 Sale $116.00

Source: GSA/NAC Title No. 009405/PF

Demonstrates parents' grief in the hours and days following the loss of their child. Discusses how health professionals who come in contact with these parents can contribute significantly to allaying their fears, their guilt, and their despair. From the Sudden Infant Death Syndrome Series. Not Cleared for TV.

PHYSICAL MANAGEMENT OF PSYCHIATRIC PATIENTS. 27 min., 16 MM Film, Opt. Sd., Col. 1977. Sale $156.50

Source: GSA/NAC Title No. 002134/PF

Shows how to manage the disturbed patient in the rare instances where psychological techniques fail. Emphasizes the need for practice, so that the safety of the patient and staff will be preserved. Audience: Personnel working with the psychiatric patients. Cleared for Instructional TV only. Other Format(s) or Version(s): 27 min. 3/4 in. Videocassette. Col. 1977. Sale $80.50. Title No. 008763/PF.

PSYCHIATRIC MEDICAL RECORDS - TREATMENT PLAN. 27 min., 3/4 in. Videocassette, Col. 1977. Sale $80.50

Source: GSA/NAC Title No. 004180/PF

Presents a basic review of essential content for psychiatric medical records through consultation and discussion between George J. Weinstein, MD., Senior Surveyor, Joint Commission on Accreditation of Hospitals, and a psychiatric resident. Emphasizes the role of medical records in quality of care, research, and avoidance of litigation. Suitable for self-instruction and group viewing. Introduction by Jack R. Ewalt, MD., Director, Mental Health and Behavioral Sciences Service, Veterans Administration Central Office and an afterword by Myrene R. McAninch, PHd., of JCAH. Audience: all personnel contributing to mental health care. Not cleared for TV.

SUDDEN INFANT DEATH SYNDROME - A SERIES. 4 - 3/4 in. Videocassettes. 1975. Sale $240.00

Source: GSA/NAC Title No. 010779/PF

Demonstrates parents' grief in the hours and days following the loss of their child. Discusses how health professionals who come in contact with these parents can contribute significantly to allaying their fears, their guilt, and their despair.

After Our Baby Died 20 Min.
Sudden Infant Death Syndrome 4 Min.
You Are Not Alone 27 Min.
Call for Help, A 19 Min.

THREE-STAGE DEVELOPMENTAL SCREENING - INTRODUCTION TO THE DENVER PRESCREENING DEVELOPMENTAL QUESTIONNAIRE. 12 min., 2 x 2 Slides, Audiocassette, Col. 1977. Sale $18.75

Source: GSA/NAC Title No. 01066/PF

Presents the need for and benefits of screening young children for developmental problems. Emphasizes the 3-stage process developed by the University of Colorado Medical Center. Audience: Physicians, nurses, administrators in health care. 47 Slides, 1 Audiocassette, 2- Track, Mono., with audible and inaudible advance signals. Other Format(s) or Version(s): 12 min., 2 x 2 Slides, 1/4 In. Audiotape, Col. 1977. Sale $ 18.75. Title No. A00373/PF.

BEHAVIORALLY SPEAKING - A SERIES. 4 16MM Films, Opt. Sd. 1976. Sale $346.25

Source: GSA/NAC Title No 001178/PF

Explains norms and concepts of behavioral psychology as they relate to different stages in human development. A 24 page study manual is included. The following titles are available:

Early School Years. 15 min.
Those First Years. 17 min.
The Emerging Adult. 14 min.

Audience: Student nurses in undergraduate programs.

COMMUNITY HEALTH WORKER

COMMUNITY NUTRITION IN PREVENTIVE HEALTH CARE SERVICES: A CRITICAL REVIEW OF THE LITERATURE. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 320pp. $5.25 ea.

Source: HEW/PHS

FOOD FOR THE TEENAGER DURING PREGNANCY. Department of Health, Education, and Welfare, Public Health Service, Community Health Services Bureau. 1977. 24pp. ill. $1.20 ea.

Source: GPO S/N 017-026-00062-3

This pamphlet advises teenage girls on the proper foods to eat during pregnancy.

NUTRITION PROGRAMS FOR THE ELDERLY, A GUIDE TO MENU PLANNING, BUYING, AND THE CARE OF FOOD FOR COMMUNITY PROGRAMS. Department of Agriculture, Agricultural Research Service. 1975. 44pp. ill. $1.05 ea.

Source: GPO S/N 001-011-00162-2

AOA OCCASIONAL PAPERS IN GERONTOLOGY: NUMBER 2, HUMAN RESOURCES ISSUES IN THE FIELD OF AGING, HOMEMAKER-HOME HEALTH AIDE SERVICES. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration, Administration on Aging. 1977. 32pp. ill. $1.50 ea.

Source: GPO S/N 017-062-00109-0

Describes a typical agency that provides homemaker-home health aide services to the aged, including the services it provides and the clients it serves.

COMMUNITY RESOURCES FOR CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1976. 30pp. $0.55 ea.

Source: GPO S/N 017-080-01615-0

WHERE THE OLD KEEP ON GROWING. 11 min., 16MM Film, Opt. Sd., Col. 1976. Sale $63.75

Source: GSA/NAC Title No. 008596/RR

Traces the development of a day care center for Chinese adults and other minorities in Chinatown, San Francisco. Explains the problems of the fear and resentment which elderly Chinese historically display to hospitals and nursing homes. Highlights a comprehensive health planning approach in the day care center and the training of out-reach workers. This is an updated version of the 1974 film *On Lok*.

TEENAGE PREGNANCY, A WORKSHOP GUIDE. Government Printing Office. 1978. 55pp. $1.25 ea.

Source: GPO S/N 052-003-00482-8

YOUR STERILIZATION OPERATION. Pamphlets. Department of Health, Education, and Welfare, Public Health Service. 1978. $0.90 ea.

Source: GPO

These pamphlets describe the different types of sterilization operations, their benefits, their discomforts, and their risks. Included in the series are:

- **Information For Women.** 8pp. ill. S/N 017-001-00405-7. Discusses and describes four types of tubal ligations and other methods of birth control.
- **Information For Men.** 7pp. ill. S/N 017-001-00406-5. Explains vasectomy and discusses other methods of birth control.

A STUDENT'S GUIDE TO HEALTH MAINTENANCE ORGANIZATIONS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 28pp. $1.50 ea.

Source: GPO S/N 017-024-00823-1

The cost of health care in the U. S. is rising at an alarming rate. In an attempt to provide quality medical care for everyone at a reasonable price, Health Maintenance Organizations are being developed. This guide defines HMO, presents the advantages and disadvantages for physicians and consumers, and evaluates HMO performance.

THE COMMUNITY HEALTH NURSE AND ALCOHOL-RELATED PROBLEMS. Textbook. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978.

Source: GPO

The following two books assist in the presentation of a course which helps train nurses in the individualized care of alcohol-dependent persons and their families:

- **Instructor's Curriculum Planning Guide.** 361pp. $5.50 ea. S/N 017-024-00754-4. Contains the information necessary to plan and deliver the course, including suggested learning objectives, activities, and resources.
- **A Book Of Readings.** 195pp. $4.00 ea. S/N 017-024-00753-6. The essential subject matter of the course in six chapters, each one written by a nurse specialist in alcohol misuse and alcoholism.

DRUG DEPENDENCE IN PREGNANCY: CLINICAL MANAGEMENT OF MOTHER AND CHILD. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 117pp. $3.50 ea.

Source: GPO S/N 017-024-00799-4

A manual for medical practitioners on the special complexities in managing and treating a drug dependent mother-to-be. Discusses pharmacologic effects on mother and infant, clinical management of labor, delivery, and the immediate post-partum period, management of the newborn, continuing care of mother and infant, legal issues, and more.

HEALTH AND SANITATION LESSONS (AFRICA). Information Collection & Exchange Reprint Series No. 27. Peace Corps Information Collection and Exchange. 1978. 94pp.

Source: ACTION

This publication offers lesson plans in health, nutrition, and sanitation designed to be used in a variety of ways in home visits, pre/post-natal consultations, well-baby clinics, and primary schools. The lesson plans are also designed to stimulate and encourage full participation of the clients.

HEALTH EDUCATION: A STUDY UNIT ON FECAL-BORNE DISEASES AND PARASITES. Program & Training Journal Reprint Series No. 1. Merry Lee Corwin. Peace Corps Information Collection and Exchange. 1978. 50pp.

Source: ACTION

The purpose of this unit is to help the student reach a real understanding of how a person's habits determine his health. Through a step-by-step learning procedure, this unit is designed to present the knowledge necessary to gain this understanding.

COMMUNITY HEALTH EDUCATION IN DEVELOPING COUNTRIES: GETTING STARTED. Program & Training Journal Manual No. 8. Peace Corps Information Collection and Exchange. Government Printing Office. 1979. 209pp. ill.

Source: ACTION

This manual focuses on fundamental health education processes, and discusses techniques and approaches for working with community members to plan and develop programs that are responsive to a community's expressed needs and goals.

LEAD PAINT POISONING. Film. 7 min. Department of Commerce, National Bureau of Standards. 1978. Free.

Source: DOC/NBS

Lead paint poisoning is a serious problem, particularly in older, dilapidated housing. This film briefly describes the problem and non-destructive methods of determining the level of lead in paint. Produced for health and housing officials, urban developers, local government groups, and parent-teacher associations.

PERMANENT PLANNING FOR CHILDREN IN FOSTER CARE: A HANDBOOK FOR SOCIAL WORKERS. Victor Pike. Department of Health, Education, and Welfare, Office of Human Development Services. 1977.

Source: HEW/HDS

THE COMMUNITY HEALTH NURSE AND ALCOHOL-RELATED PROBLEMS: A BOOK OF READINGS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 195pp. $4.00 ea.

Source: GPO S/N 017-024-00753-6

REHABILITATION PROGRAMS

JOBS FOR VETERANS WITH DISABILITIES. Department of Labor. 1975. 48pp. $1.05 ea.

Source: GPO S/N 029-000-00238-0

INTRODUCTION TO THE VOCATIONAL REHABILITATION PROCESS: A TRAINING MANUAL. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration. 1976. 201pp. ill. $3.30 ea.

Source: GPO S/N 017-061-00021-6

SPEECH IMPROVEMENT FOR THE TRAINABLE RETARDED, A MANUAL FOR THE CLASSROOM TEACHER AND SPEECH IMPROVEMENT ACTIVITY BOOK. Guidebook. Department of Health, Education, and Welfare, Office of Education. 1975. 239pp. ill. $4.15 ea.

Source: GPO S/N 017-080-01543-9

This publication of activities and student worksheets has been specifically developed for the use of the classroom teacher involved with the trainable mentally retarded, especially those who do not have a speech therapist or materials readily available. It also provides materials to fill the gaps between visits of the speech therapist to the classroom. Includes both a teacher's manual and activity book.

HANDBOOK OF SELECTIVE PLACEMENT OF PERSONS WITH PHYSICAL AND MENTAL HANDICAPS IN FEDERAL CIVIL SERVICE EMPLOYMENT. Office of Personnel Management. 1979. 71pp. $3.00 ea.

Source: GPO S/N 006-000-01093-8

This handbook outlines concepts and procedures that can and should be used to provide equal employment opportunity for all qualified handicapped applicants and employees. Contents of the publication: Introduction; The Agency Coordinator; The Rehabilitation Counselor; Architectural and Transportation Barriers; Special Provisions for Handicapped Individuals; Blindness and Visual Impairment; Deafness and Hearing Impairment; Mental Illness; Mental Retardation; Mobility and Other Physical Handicaps; Disabled Veterans.

RECREATION AND LEISURE FOR HANDICAPPED INDIVIDUALS: INFORMATION RESOURCES, FUNDING GUIDE, PUBLICATIONS AVAILABLE FROM FEDERAL SOURCES. Department of Health, Education, and Welfare, Health Care Financing Administration. 1979. 94pp. $2.40 ea.

Source: GPO S/N 017-060-00137-2

ACCESS TO THE BUILT ENVIRONMENT: A REVIEW OF LITERATURE. Department of Housing and Urban Development. 1979. 150pp. ill. $4.75 ea.

Source: GPO S/N 023-000-00516-6

This report is a review of access as a civil right, codes and standards, demographic factors, human factors, research, problem identification, and the psychological impact of inaccessibility.

CHILD CARE AND DISABLED DEPENDENT CARE. Department of the Treasury, Internal Revenue Service. 1978. 7pp. $0.70 ea.

Source: GPO S/N 048-004-01629-0

MENTAL RETARDATION, THE KNOWN AND THE UNKNOWN, INFORMATION AS OF FEBRUARY 1, 1975. Department of Health, Education, and Welfare, Office of Human Development Services. 1976. 115pp. ill. $2.45 ea.

Source: GPO S/N 017-090-00021-6

LEARNING DISABILITIES DUE TO MINIMAL BRAIN DYSFUNCTION, HOPE THROUGH RESEARCH. Department of Health, Education, and Welfare, Public Health Service. 1977. 22pp. ill. $0.45 ea.

Source: GPO S/N 017-002-00129-1

NO EASY ANSWERS: THE LEARNING DISABLED CHILD. Department of Health, Education, and Welfare, Public Health Sevice, National Institute of Mental Health. 1978. 131pp. ill. $3.25 ea.

Source: GPO S/N 017-024-00687-4

Describes the behavior of the learning disabled child, points out his needs, shows how an adult can help structure his day-to-day activities to help him learn, outlines the development of a child from infancy through adolescence, telling how he learns, and explains why the learning disabled child differs in development and maturational skills.

PEOPLE, JUST LIKE YOU, ABOUT HANDICAPS AND HANDICAPPED PEOPLE (AN ACTIVITY GUIDE). President of the United States. 1979. 36pp. ill. $1.60 ea.

Source: GPO S/N 040-000-00405-0

This guide, divided into 6 activities to be conducted over a period of 6 to 10 weeks, will acquaint students at all levels with handicapped individuals in order to provide them with first-hand awareness of the problems and human experience of handicapped people.

WHAT ARE DEVELOPMENTAL DISABILITIES? Department of Health, Education, and Welfare, Office of Human Development Services. 1978. 12pp. ill. $0.40 ea.

Source: GPO S/N 017-090-00028-3

AFFIRMATIVE ACTION/VOCATIONAL REHABILITATION AND EMPLOYMENT OF HANDICAPPED, 'WHAT'S IN IT FOR ME ?': RESOURCE GUIDE FOR EMPLOYERS. Department of Health Education, and Welfare. 1978. 26pp. ill. $1.40 ea.

Source: GPO S/N 017-000-00213-9

Employers' resource guide which explains how their State Vocational Rehabilitation agency can help with affirmative action programs for employment of handicapped workers.

SCIENCE 1978: A SELECTED LIST OF BOOKS THAT HAVE APPEARED IN TALKING BOOK TOPICS AND BRAILLE BOOK REVIEW. Library of Congress, National Library Service for the Blind and Physically Handicapped. Government Printing Office. 1978. 73pp.

Source: LC/NLSBPH

This bibliography is a guide to braille, cassette, and disc titles in the National Science and Technology Collection. Available in large print.

REFERENCE CIRCULAR SERIES. Library of Congress, National Library Service for the Blind and Physically Handicapped.

Source: LC/NLSBPH

The following titles are available:

Braille Instruction And Writing Equipment. Report No. 77-1. 1978. 49pp.
Information For Handicapped Travelers. 1979.
Magazines In Special Media. 1978.
National Organizations Concerned With Visually And Physically Handicapped Persons. 1979.
Reading, Writing, And Other Communication Aids For Visually And Physically Handicapped Persons. Report No. 78-4. 1978. 49pp.
Sports And Games For Handicapped Persons. 1979.
Subject Guide To Spoken Word Recordings. 1978.

Bibliography Series. Library of Congress, National Library Service for the Blind and Physically Handicapped.

Source: LC/NLSBPH

The following bibliographies are available:

Accessibility; Designing Buildings For The Needs Of Handicapped Persons. Report No. 79-2. 1979. 17pp.
Closed Circuit Television Reading Devices For The Visually Handicapped. Report No. 79-3. 1979. 3pp.
Library Service To Handicapped Persons. 1978.
Reading Machines For The Blind. 1978.

GUIDELINES FOR STROKE CARE. HRA76-14017. Department of Health, Education, and Welfare, Health Resources Administration. $3.50 ea. 1976.

Source: GPO S/N 017-022-00469-1

These guidelines are a condensed version of the book *Fundamentals of Stroke Care* and are for use by health personnel in the diagnosis, treatment, and rehabilitation of stroke patients.

DETOXIFICATION TREATMENT MANUAL. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 45pp. $2.30 ea.

Source: GPO S/N 017-024-00775-7

This manual provides guidance and procedures for detoxification of the drug-dependent individual. Addressed to physicians, the information in this booklet is also of importance to all health professionals involved in drug abuse treatment and health care delivery.

MULTIPLE SCLEROSIS: HOPE THROUGH RESEARCH. Booklet. Department of Health, Education, and Welfare, Public Health Service, National Institute of Neurological Disorders and Stroke. 1979. 16pp. ill. $1.20 ea.

Source: GPO S/N 017-049-00101-8

Multiple sclerosis is a disorder of the brain and spinal cord that affects an estimated 250,000 young American men and women between the ages of 20 and 40. This booklet describes the nature, symptoms, and diagnosis of MS and outlines current treatments and research.

DRUG DEPENDENCE IN PREGNANCY: CLINICAL MANAGEMENT OF MOTHER AND CHILD. Department of Health, Education, and Welfare, Public Health Service, National Institute of Mental Health. 1978. 117pp. $2.50 ea.

Source: GPO S/N 017-024-00799-4

A manual for medical practitioners on the special complexities in managing and treating a drug dependent mother-to-be. Discusses pharmacologic effects on mother and infant, clinical management of labor, delivery, and the immediate post-partum period, management of the newborn, continuing care of mother and infant, legal issues, and more.

STRINGS 'N' THINGS. A TEACHING MANUAL FOR THE BLIND. Program and Training Journal Reprint Series No. 24. Grace Munns. Peace Corps Information Collection and Exchange. 1977. 32pp.

Source: ACTION

This manual is intended to help those with little or no craft experience in working with the blind. The purpose of this program is to teach persons to use their hands. The program begins with simple projects and progresses to more complicated ones that demand a higher degree of skill and ability.

BIBLIOGRAPHY OF SECONDARY MATERIALS FOR TEACHING HANDICAPPED STUDENTS. President's Committee on Employment of the Handicapped. 1979. Approx. 30pp.

Source: PCEH

Contains titles of materials dealing with the delivery of special educations, vocational educations, and industrial arts services to the handicapped.

ABOUT JOBS AND MENTALLY RETARDED PEOPLE. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1979. Approx. 30pp.

Source: PCEH

A booklet for rehabilitation counselors, employment placement specialists, psychologists, social workers, and parents of mentally retarded persons. Also intended to prepare the mentally retarded for the world of work.

TEACHER'S MANUAL TO ACCOMPANY HOW TO GET A JOB. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1976. 13pp.

Source: PCEH

A teachers' guide to introduce job-hunting tips to the mentally retarded.

AMERICAN PROFILE. Booklets. President's Committee on Employment of the Handicapped. 1975.

Source: PCEH

These booklets are designed to assist government officials to establish rules and regulations which will permit handicapped persons an equal opportunity to compete for jobs in government. Useful for recruiters, selective placement personnel and others working with the handicapped. The following titles are available:

What States are Doing (and Can Do) to Hire the Handicapped. 74pp.
What Cities and Counties are Doing to Hire Handicapped People. 69pp.

PEOPLE JUST LIKE YOU. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1979. 36pp.

Source: GPO S/N 040-000-00405-0

This guide, divided into 6 sections, is intended to create an awareness of the concerns of the handicapped.

PREPARING FOR WORK. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1979. 17pp.

Source: PCEH

A guide for special class teachers, school guidance counselors, work- study specialists, families of mentally retarded young people and mentally retarded young people.

GUIDE TO JOB PLACEMENT OF MENTALLY RESTORED PEOPLE. Booklet. President's Committee on Employment of the Handicapped. Government Printing Office. 1977. 47pp.

Source: PCEH

PLACE OF OUR OWN: TIPS FOR MENTALLY RETARDED PEOPLE LIVING IN THE COMMUNITY. Booklet. President of the United States. 1978. 11pp. ill. $1.50 ea.

Source: GPO S/N 040-000-00398-3

This booklet describes the lifestyle of mentally retarded people living in group homes or halfway houses. It offers advice on such aspects of daily life as personal appearance, household chores, money management, personal relationships, and more.

ENVIRONMENTAL HEALTH

OCCUPATIONAL SAFETY AND HEALTH IN VOCATIONAL EDUCATION: A GUIDE FOR ADMINISTRATORS, FACULTY, AND STAFF. Guidebook. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1979. 184pp. ill. $4.25 ea.

Source: GPO S/N 017-033-00347-5

A BETTER PLACE TO BE, A GUIDE TO ENVIRONMENTAL LEARNING IN YOUR CLASSROOM. Department of the Interior. 1975. 39pp. ill. $1.25 ea.

Source: GPO S/N 024-000-00805-3

CARCINOGENS IN THE ENVIRONMENT. Executive Office of the President, Council on Environmental Quality. 1976. 42pp. ill. $0.75 ea.

Source: GPO S/N 041-011-00030-1

CAREER CHOICES, WORKING TOWARD A BETTER ENVIRONMENT. Environmental Protection Agency. 1977. 15pp. ill. $0.35 ea.

Source: GPO S/N 055-000-00158-8

COMMON ENVIRONMENTAL TERMS, A GLOSSARY. Environmental Protection Agency. 1977. 16pp. $1.60 ea.

Source: GPO S/N 055-000-00163-4

A non-technical glossary of common environmental terminology.

CONSERVATION YEARBOOK. Department of the Interior.

Source: GPO

Of the series, these three yearbooks discuss various environmental issues of concern to the American people and tell how agencies of the Department of the Interior are dealing with those issues. Each yearbook contains beautiful color photographs of American scenery.

America Two Hundred Years, The Legacy of Our Land. 1976. 150pp. ill. $5.55 ea. S/N 024-000-00820-7.

Living with Our Environment. 1978. $3.75 ea. S/N 024-000-00845-2.

The Population Challenge, What It Means to America. 1976. 80pp. ill. $2.70 ea. S/N 024-000-00444-9.

EFFECTS OF THE MAN-MADE ENVIRONMENT ON HEALTH AND BEHAVIOR. Department of Health, Education, and Welfare, Public Health Service, Center for Disease Control. 315pp. ill. $3.25 ea.

Source: GPO S/N 017-023-00110-8

ENVIRONMENTAL PROTECTION AGENCY POSTERS. Environmental Protection Agency. 1977. $1.20 ea.

Source: GPO

Each poster measures 23 x 30 in.:

'Air - Nature Has Made Neither Sun Nor Air Waves Private Property; They Are Public Gifts.' S/N 055-000-00167-7.

'Water - A River Is More Than An Amenity, It Is A Treasure; It Offers A Necessity Of Life That Must Be Rationed Among Those Who Have Power Over It.' S/N 055-000-00166-9.

ENVIRONMENTAL PROTECTION AGENCY'S RESEARCH PROGRAM WITH PRIMARY EMPHASIS ON THE COMMUNITY HEALTH AND ENVIRONMENTAL SURVEILLANCE SYSTEM. United States Congress. 1976. 120pp. $1.35 ea.

Source: GPO S/N 052-070-03786-5

ENVIRONMENTAL SCIENTISTS AND CONSERVATION OCCUPATIONS. Department of Labor, Bureau of Labor Statistics. 1978. 18pp. ill. $0.50 ea.

Source: GPO S/N 029-001-02086-4

This publication gives the employment outlook for conservation occupations, foresters, forestry technicians, range managers, soft conservationalists, environmental scientists, geologists, geophysicists, meterologists, oceanographers.

102 MONITOR. Monthly Periodical. Government Printing Office. $20.00 per year.

Source: GPO

Contains abstracts of environmental impact statements and legislation of Federal agencies concerning proposed projects of interest.

LEAD PAINT POISONING. Film. 7 min. Department of Commerce, National Bureau of Standards. 1978. Free.

Source: DOC/NBS

Lead paint poisoning is a serious problem, particularly in older, dilapidated housing. This film briefly describes the problem and non-destructive methods of determining the level of lead in paint. Produced for health and housing officials, urban developers, local government groups, and parent-teacher associations.

AIR POLLUTION AND YOUR HEALTH. OPA 54/8. Booklet. Environmental Protection Agency, Office of Public Awareness. 1979. 12pp.

Source: EPA/OPA

Provides brief descriptions of the air pollutants for which EPA standards have been set, their sources, and summaries

of the adverse effects of each on human health; also includes a section on who gets sick and how.

HEALTH AND THE ENVIRONMENT. Environmental Protection Agency, Office of Public Awareness. Government Printing Office. 1979. 16pp.

Source: EPA/PA

Reprinted from the March, 1979 issue of *EPA Journal.*

VETERINARIAN AND RELATED SERVICES

VETERINARY SCIENCE TECHNOLOGY. Guidebook. Department of Health, Education, and Welfare, Office of Education. 1977. 136pp. $2.00 ea.

Source: GPO S/N 017-080-01425-4

This guide presents a suggested curriculum for a training program in Veterinary Science. Lists considerations that should be made concerning program directors and faculty. Includes suggestions on teaching materials, laboratory equipment, and student selection and services.

HAZARD CONTROL IN THE ANIMAL LAB. 15 min., 2 x 2 Slides, Audiocassette, Col. 1975. Sale $18.50

Source: GSA/NAC Title No. 009432/RR

Describes the general hazards associated with animal care facilities, the laboratory procedures associated with increased risk, and the measures used to minimize these risks. *Hazard Control in the Animal Lab* is also available in script for a sale price of $15.00. The script includes 24 pages of printed material for use with media. There are 30 scripts included in this package.

CLINICAL RABIES IN ANIMALS. 13 min., 3/4 in. Videocassette, Col. 1976. Sale $40.00

Source: GSA/NAC Title No. 008934/PF

Portrays clinical rabies in animals most commonly infected and thus of public health significance. Audience: Medical Community, Veterinary students. Cleared for TV. Other Format(s) or Version(s): 13 min., 16 MM Film, Opt. Sd., Col. 1976. Sale $75.50. Title No. 008935/PF.

VOCATIONAL EDUCATION

DEVELOPMENT OF INDIVIDUALIZED EDUCATION PROGRAMS (IEP) FOR THE HANDICAPPED IN VOCATIONAL EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1979. 60pp. $2.40 ea.

Source: GPO S/N 017-080-01954-0

Addresses the specifics of the laws, provides an analysis of literature sources relating to the development and implementation of the IEP in vocational education, and discusses the implications of the findings for vocational education at state and local levels.

LEAST RESTRICTIVE ALTERNATIVE FOR HANDICAPPED STUDENTS. Department of Health, Education, and Welfare, Office of Education. 1979. 40pp. $1.80 ea.

Source: GPO S/N 017-080-01953-1

Describes the least restrictive alternative to the vocational education of people with handicaps.

OCCUPATIONAL SAFETY AND HEALTH IN VOCATIONAL EDUCATION: A GUIDE FOR ADMINISTRATORS, FACULTY, AND STAFF. Guidebook. Department of Health, Education, and Welfare, Public Health Service, National Institute of Occupational Safety and Health. 1979. 184pp. ill. $4.25 ea.

Source: GPO S/N 017-033-00347-5

INTRODUCTION TO THE VOCATIONAL REHABILITATION PROCESS: A TRAINING MANUAL. Department of Health, Education, and Welfare, Social and Rehabilitation Service Administration. 1976. 201pp. ill. $3.30 ea.

Source: GPO S/N 017-061-00021-6

OUTDOOR CLASSROOMS ON SCHOOL SITES. Department of Agriculture. 1976. 22pp. ill. $0.50 ea.

Source: GPO S/N 001-000-01458-7

This book gives information on developing an outdoor classroom and includes many photographs illustrating ideas for students in outdoor classrooms. It contains many ideas that will be of special interest to teachers and school administrators.

DECISION POINTS IN DEVELOPING NEW PRODUCTS. Small Business Administration. 1976. 64pp. ill. $1.50 ea.

Source: GPO S/N 045-000-00146-6

IMPROVING OCCUPATIONAL PROGRAMS FOR THE HANDICAPPED. Department of Health, Education, and Welfare, Office of Education. 1976. 227pp. ill. $2.85 ea.

Source: GPO S/N 017-080-01637-1

Discusses practical methods for helping the handicapped gain employment. Advice is provided on: designing and setting up an education/training program; reaching and selecting students; preparing for specific skill training, vocational training, and supportive and social services; and transition to the work world, job placement, and follow-up. Includes a program evaluation checklist, a variety of program abstracts, and a sampling of case studies.

CAREER EDUCATION AND VOCATIONAL EDUCATION, SIMILARITIES AND CONTRASTS. Department of Health, Education, and Welfare, Office of Education. 1977. 19pp. $1.10 ea.

Source: GPO S/N 017-080-01742-3

OCCUPATIONAL TRAINING IN SELECTED METALWORKING INDUSTRIES, 1974: A REPORT ON A SURVEY OF SELECTED OCCUPATIONS. Department of Labor, Bureau of Labor Statistics. 52pp. ill. $2.20 ea.

Source: GPO S/N 029-001-02127-5

ON-THE-JOB TRAINING: CETA PROGRAM MODELS. Department of Labor. Revised 1978. 39pp. ill. $1.80 ea.

Source: GPO S/N 029-000-00334-3

VOCATIONAL/TECHNICAL: A SELECT LIST OF U. S. GOVERNMENT PRODUCED AUDIOVISUAL MATERIALS - 1978/79. Catalog. General Services Administration, National Audiovisual Center. 1979. 56pp.

Source: GSA/NAC

This catalog features a select list of available materials from the National Audiovisual Center on vocational and technical instruction and training. Includes order/purchase forms.

VOCATIONAL EDUCATION AND TRAINING FOR THE NON-HANDICAPPED: A BIBLIOGRAPHY WITH ABSTRACTS. A. Young. National Technical Information Service. 1978. 194pp. $28.00 ea.

Source: NTIS NTIS/PS-78/0315

Included are evaluations of technical schools or curricula. The evaluations are developed from the standpoint of both the industry's and the individual's needs. The reports abstracted cover programs aimed at the hardcore unemployed and the socially and economically disadvantaged.

BIBLIOGRAPHY OF SECONDARY MATERIALS FOR TEACHING HANDICAPPED STUDENTS. President's Committee on Employment of the Handicapped. 1979. Approx. 30pp.

Source: PCEH

Contains titles of materials dealing with the delivery of special educations, vocational educations, and industrial arts services to the handicapped.

DOZENS OF WAYS TO MAKE MONEY. 1 Cassette: C-90; 15/16 IPS.; 4 Track. RC. Yvonne Michie Horn. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH RC 12292

A clever guide to money-making ventures; includes tips on becoming one's own boss, advertising, initial supplies, and methods of operation. For junior and senior high readers.

NEW OUTLOOKS FOR VOCATIONAL EDUCATION. T. H. Bell. Department of Health, Education, and Welfare, Office of Education. 1976. 9pp.

Source: HEW/OE

PLANNING AND CONDUCTING A PROGRAM OF INSTRUCTION IN VOCATIONAL AGRICULTURE FOR YOUNG FARMERS: SUGGESTIONS FOR TEACHERS AND SCHOOL ADMINISTRATORS IN DEVELOPING EDUCATIONAL PROGRAMS FOR OUT-OF-SCHOOL YOUNG FARMERS. Department of Health, Education, and Welfare, Office of Education. 1978. 81pp.

Source: HEW/OE

WOMEN IN VOCATIONAL EDUCATION. Evelyn R. Kay. Department of Health, Education, and Welfare, Education Division. 1978. 9pp. $0.90 ea.

Source: GPO S/N 017-080-01895-1

STEPS TOWARD SEX EQUITY IN VOCATIONAL EDUCATION: AN INSERVICE TRAINING DESIGN. Joyce Kaser, Martha Matthews, and Shirley McCune. Department of Health, Education, and Welfare, Office of Education. 1978. 235pp. $4.50 ea.

Source: HEW/OE

ENERGY-RELATED ACTIVITIES IN TWO-YEAR POST-SECONDARY VOCATIONAL TECHNICAL INSTITUTIONS: A REPRESENTATIVE SAMPLING BY STATE. DOE/IR 0050. Mayme R. Crowell. Department of Energy, Office of Education, Business and Labor Affairs. 1978. 87pp.

Source: DOE/IIR

This report describes the procedures and findings of a peer-to-peer telephone information exchange between the Education Programs Division and various vocational-technical schools throughout the U. S. The purpose of the study was to assess the state of the art of energy education activities within 2-year post-secondary education institutions.

PUT WINGS ON YOUR CAREER. 15 min., 16 MM Film, Opt. Sd., Col. 1978. Sale $87.00

Source: GSA/NAC Title No. A00119/PF

Illustrates the diversity of jobs associated with aviation maintenance both in government and private industry. Outlines the basic technical requirements and points interested people in the right direction for more specific career information. Audience: Secondary schools, vocational schools, high schools, and junior highs. Cleared for TV.

ERIC, IT'S THAT EASY. 15 min., 3/4 in. Videocassette, Col. 1978. Sale $50.00

Source: GSA/NAC Title No. A01306

Tells what the Eric System is, and how it is useful to research efforts. Audience: Educational and library. Other Format(s) or Version(s): 15 min., 1 in. Videotape, Col. 1978. Title No. A01977/PF. Sale $80.00.

EMPLOYMENT AND TRAINING ADMINISTRATION PUBLICATIONS AVAILABLE FROM DEPARTMENT OF LABOR WAREHOUSE. Catalog. Department of Labor, Employment and Training Administration. 1978. 19pp.

Source: DOL/ETA

JOBS FOR WHICH YOU CAN QUALIFY IF YOU'RE NOT A HIGH SCHOOL GRADUATE. Pamphlet. Department of Labor, Bureau of Labor Statistics. Government Printing Office. 1979. Approx. 20pp. $1.75 ea.

Source: GPO S/N 029-001-02449-5

Contains a list of occupations for which a high school diploma is not required; highlights the job qualifications and employment outlook for each.

MATCHING PERSONAL AND JOB CHARACTERISTICS. Booklet. Kathy Wilson. Department of Labor, Bureau of Labor Statistics. 13pp. $1.25 ea.

Source: GPO S/N 029-001-02274-3. Also available from DOL/BLS.

A reprint from the Fall 1978 *Occupational Outlook Quarterly*, the U.S. Department of Labor's career guidance magazine. Listed and defined in this booklet are 23 occupational characteristics and requirements which are matched in the chart that follows with 281 occupations chosen from the *1978 - 79 Occupational Outlook Handbook*. This table is designed as an exploratory tool to help you compare personal interests, capacities, abilities, and educational qualifications with characteristics usually associated with an occupation or group of occupations.

MANPOWER MAGAZINE. Monthly Periodical. Department of Labor, Manpower Administration. $15.30/year.

Source: GPO

This is the official journal of the Manpower Administration; past issues have covered topics such as basic education and job training, public service jobs, technical education and careers in industry. Book reviews and lists of publications are usually included.

WORKLIFE. Monthly Periodical. Department of Labor, Employment and Training Administration. $15.30/year.

Source: GPO

This is the official journal of the Employment and Training Administration. Past issues have covered topics such as nontraditional jobs exploration, older workers, CETA, flexitime and union apprenticeships. Book reviews and publications' lists are usually included.

GUIDE FOR OCCUPATIONAL EXPLORATION. Department of Labor, Employment and Training Administration. 1979. 715pp. $11.00 ea.

Source: GPO S/N 029-013-00080-2

The guide has been designed to help meet the need for more information on occupational fields and occupational requirements. The guide is intended for use both by vocational counselors and individuals themselves to assist with career and occupational exploration.

ANNUAL EARNINGS AND EMPLOYMENT PATTERNS OF PRIVATE NONAGRICULTURAL EMPLOYEES, 1973-75. Bulletin 2031. Department of Labor, Bureau of Labor Statistics. 1979. 383pp. $7.50 ea.

Source: GPO S/N 029-001-02386-3

This bulletin presents statistics on annual earnings and employment in the United States in 1973, 1974, and 1975. The Bureau of Labor Statistics developed the data from a 1% random sample of records of the Social Security Administration and the Railroad Retirement Board. The data provide a more accurate picture of annual earnings and employment patterns by industry than is available from any other source. The data are the last available from the Social Security Administration and provide historical continuity with the other published data in the series.

PUTTING AMERICA'S FUTURE TO WORK. Booklet. Department of Labor, Employment and Training Administration. 1979. 20pp.

Source: DOL/ETA

This is the story of young people who are taking their first steps into the labor market, and it is the story of government sponsored employment and training programs that aim to assist and direct them during this difficult learning and adjustment period.

INCOME INEQUALITY AND EMPLOYMENT. R D Monograph 66. Booklet. Department of Labor, Employment and Training Administration. 1978. 60pp.

Source: DOL/ETA

This monograph is a review and analysis of over 50 research and development projects which have dealt with welfare recipients and the low-wage employed. The process by which welfare recipients move into the ranks of the employed, and the extent to which this is accomplished as a result of training programs, are examined.

CARPENTRY: A TRADE WORTH LEARNING THROUGH APPRENTICESHIP. Pamphlet. Department of Labor, Employment and Training Administration.

Source: DOL/ETA

Defines the job of a carpenter and an apprentice. Lists the general qualifications and term of a carpentry apprenticeship. Describes best way to enter an apprenticeship.

TRAINING OPPORTUNITIES IN JOB CORPS. Directory. Department of Labor, Employment and Training Administration. 1979. 48pp.

Source: DOL/ETA

This directory provides a list of vocational courses offered at 103 Job Corps centers located in 42 states, the District of Columbia, and Puerto Rico. Job Corps provides intensive training, work experience, and counseling on a residential or nonresidential basis. These facilities, programs, and the vocational courses listed in this directory, are available for training adults and youth who are out of work or school and who need additional skills to secure and hold meaningful employment.

RESOURCES IN VOCATIONAL EDUCATION. Bi-monthly Periodical. National Center for Research in Vocational Education. $34.00/yr.

Source: NCRVE

Includes abstracts of research, instructional, and other materials in vocational and technical education, and abstracts of funded proposals. The full texts of most documents announced in this publication are available in microfiche or hard copy from ERIC.

A GUIDE TO COORDINATING CETA/VOCATIONAL EDUCATION LEGISLATION AFFECTING DISPLACED HOMEMAKER PROGRAMS. Department of Labor, Women's Bureau. 1979. 38pp.

Source: DOL/WB

INDUSTRY WAGE SURVEY: COMPUTER AND DATA PROCESSING SERVICES, MARCH 1978. Bulletin 2028. Department of Labor, Bureau of Labor Statistics. 1979. 51pp. $2.50 ea.

Source: GPO S/N 029-001-02319-7

This bulletin summarizes the results of a first-time Bureau of Labor Statistics survey of occupational wages and supplementary benefits in the computer and data processing services industries in March 1978.

OCCUPATIONAL TRAINING GUIDE. ET Handbook No. 325. Department of Labor, Employment and Training Administration. 1976. Approx. 100pp.

Source: DOL/ETA

The purpose of this guide is to assist Job Corps instructors in establishing coordinated training programs by providing procedures and guidelines to: analyze vocational curricula so that they reflect training requirements, plan, implement, evaluate and, when necessary, modify the training.

SYNERGIST. Periodical. Action's National Center for Service - Learning. $5.00/year.

Source: GPO. Also available from ACTION.

Three times a year the National Center for Service-Learning publishes *Synergist* a 56 page technical journal for educators who work with programs that integrate course work and community service. *Synergist* aims to demonstrate how service-learning in general, innovative projects and programs in particular, improve the quality of life for the least privileged members of society, and the quality of learning for all students. The 35,000 readers include secondary and post-secondary administrators and teachers as well as those involved in social change activities in the United States and 57 other countries. Indexes for *Synergist* are available for all years of publication as are reprints of selected articles. The *Synergist* and all NCSL resource materials are free. Libraries and profit-making institutions must pay the subscription fee.

JOBS FOR WHICH APPRENTICESHIPS ARE AVAILABLE. Booklet. Department of Labor, Bureau of Labor Statistics. 1976. Approx. 15pp.

Source: DOL/BLS

Lists occupations, qualifications and training, and employment trends to 1985.

JOBS FOR WHICH YOU PROBABLY WILL NEED SOME COLLEGE OR SPECIALIZED TRAINING. Pamphlet. Department of Labor, Bureau of Labor Statistics. 1979. Approx. 20pp. $1.75 ea.

Source: GPO S/N 029-001-02450-9

Presents a list of occupations for which college, technical, or specialized training is required. It highlights the training requirements and employment outlook for each.

NATIONAL APPRENTICESHIP AND TRAINING STANDARDS. Booklet. Department of Labor, Employment and Training Administration. 1978.

Source: DOL/ETA

This is a series of booklets on standards for the following occupations: auto body repair and painting, automotive ma-

chinist, bricklaying, glaziers and glassworkers, lathing, operating engineers, plumbing and steamfitting/pipefitting, truck body and trailer mechanic, and vending machine mechanics. Standards for the Graphic Arts International Union, the American Public Works Association, and the United Auto Workers are also available.

PUBLICATIONS OF THE WOMEN'S BUREAU. Leaflet 10. Department of Labor, Women's Bureau. 1979. 9pp.

Source: DOL/WB

CAREER EDUCATION

CAREERS IN COMMUNICATIONS MEDIA. Guidebook. Department of Health, Education, and Welfare, Office of Education. 1975. 288pp. ill. $5.60 ea.

Source: GPO S/N 017-080-01496-3

Guidelines for instructors organizing courses for career exploration in communications; provides descriptions of various occupations in the communications field and assistance in career planning.

HAVE YOU CONSIDERED A HEALTH CAREER? Department of Health, Education, and Welfare, Public Health Service. 1977. 27pp. $0.55 ea.

Source: GPO S/N 017-022-00524-7

POLICE SELECTION AND CAREER ASSESSMENT. Department of Justice. 1976. 199pp. ill. $4.00 ea.

Source: GPO S/N 027-000-00390-7

PUBLIC SERVICE OCCUPATIONS. Guidebooks. Department of Health, Education, and Welfare, Office of Education. 1975.

Source: GPO

A series of six curriculum guides in public service occupations are available:

- **Administering Public Service Occupations, An Implementation Guide.** 176pp. $2.95 ea. S/N 017-080-01447-5.
- **Exploration Of Public Service Occupations, An Implementation Guide.** 296pp. $3.70 ea. S/N 017-080-01432-7.
- **Preparing For Public Service Occupations, Common Core, Curriculum Guide.** 214pp. $2.90 ea. S/N 017-080-01433-5.
- **Preparing For Public Service Occupations, Educational Service, Curriculum Guide.** 172pp. $3.05 ea. S/N 017-080-01435-1.
- **Preparing For Public Service Occupations, Law Enforcement Services, Curriculum Guide.** 134pp. $2.10 ea. S/N 017-080-01436-0.
- **Preparing For Public Service Occupations, Social Services, Curriculum Guide.** 40pp. $2.20 ea. S/N 017-080-01434-3.

FROM AIDE TO TEACHER, THE STORY OF THE CAREER OPPORTUNITIES PROGRAM. Department of Health, Education, and Welfare, Office of Education. 1977. 28pp. $3.00 ea.

Source: GPO S/N 017-080-01566-8

GUIDANCE NEEDS OF SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1979. 28pp. $1.50 ea.

Source: GPO S/N 017-080-01969-8

Special needs populations in educational and employment settings include the handicapped, and those who have academic, socio-economic, cultural, or other disadvantages which prevent them from being successful in traditional and regular occupational programs.

JOB PLACEMENT AND ADJUSTMENT OF THE HANDICAPPED: AN ANNOTATED BIBLIOGRAPHY. Department of Health, Education, and Welfare, Office of Education. 1979. 74pp. $1.40 ea.

Source: GPO S/N 017-080-01970-1

This bibliography was produced to assist special educators and vocational educators in obtaining information on the job placement and career adjustment of various handicapped populations.

CAREER CHOICES, WORKING TOWARD A BETTER ENVIRONMENT. Environmental Protection Agency. 1977. 15pp. ill. $0.35 ea.

Source: GPO S/N 055-000-00158-8

ADULT WORK SKILLS AND KNOWLEDGE: SELECTED RESULTS FROM THE FIRST NATIONAL ASSESSMENT OF CAREER AND OCCUPATIONAL DEVELOPMENT. Department of Health, Education, and Welfare, Office of Education. 1976. 70pp. $1.50 ea.

Source: HEW/OE

The findings of a survey examining the work related skills and knowledge of American adults, ages 26-35. The skills assessed are basic to many employment situations and results are analyzed for various groups within the national population.

CAREER DEVELOPMENT NEEDS OF ADULTS: HOW TO IMPROVE CAREER DEVELOPMENT PROGRAMS. Department of Health, Education, and Welfare, Office of Education. 1977. 58pp. ill. $2.10 ea.

Source: GPO S/N 017-080-01787-3

CAREER EDUCATION OF ADULTS. Department of Health, Education, and Welfare, Office of Education. 1977. 73pp. $2.20 ea.

Source: GPO S/N 017-080-01736-9

Condenses current data concerning the disposition of Adult and Continuing Education in the United States. Examines adult participation in career education, summarizes adult learning needs, reviews developments in higher education, and makes several recommendations.

FUTURE FARMERS OF AMERICA AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1979. $1.50 ea.

Source: GPO S/N 017-080-01922-1

CAREER EDUCATION TEACHING LEARNING PROCESS. Barbara Preli. Department of Health, Education, and Welfare, Office of Education. 1978. 33pp. ill. $1.50 ea.

Source: GPO S/N 017-080-01849-7

A monograph emphasizing the ways in which career education helps students learn more instructional content.

INTEGRATING CAREER EDUCATION INTO TEACHER PREPARATION, IMPLEMENTATION GUIDE FOR COLLEGE/UNIVERSITY USE. Department of Health, Education, and Welfare, Office of Education. 1976. 130pp. ill. $1.95 ea.

Source: GPO S/N 017-080-01577-3

K - 12 CLASSROOM TEACHERS AND CAREER EDUCATION: THE BEAUTIFUL PEOPLE. Department of Health, Education, and Welfare. Office of Education. 1976. 35pp. $0.90 ea.

Source: GPO S/N 017-080-01537-4

Provides specific examples of career education in the classroom.

TEACHERS AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1976. 35pp. $0.70 ea.

Source: GPO S/N 017-080-01618-4

A set of 4 papers discussing the crucial importance of the classroom teacher to career education.

SPEECH PATHOLOGY AND AUDIOLOGY: MANPOWER RESOURCES AND NEEDS. Department of Health, Education, and Welfare, Public Health Service, National Institute of Neurological Disorders and Stroke. 1977. 97pp. ill. $2.40 ea.

Source: GPO S/N 017-049-00085-2

Describes the demographic and professional characteristics of the speech pathology/audiology work force and those students currently in training; identifies current patterns of manpower utilization; estimates the need for additional speech pathologists and audiologists in the area of teaching research and client care through 1985; recommends appropriate goals for meeting the needs of the communicatively handicapped; and suggests means for meeting these goals.

CURRENT STATE OF CAREER EDUCATION AT THE POST-SECONDARY LEVEL. Department of Health, Education, and Welfare, Office of Education. 1977. 115pp. $2.75 ea.

Source: GPO S/N 017-080-01734-2

Presents an overview of how American colleges and universities perceive and practice career education, together with a series of recommendations for further implementation of the career education concept at this level.

TWO STUDIES ON THE ROLE OF BUSINESS AND INDUSTRY AND LABOR PARTICIPATION IN CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1977. 120pp. $2.75 ea.

Source: GPO S/N 017-080-01737-7

RESOURCES IN WOMEN'S EDUCATION EQUITY, NONPRINT MEDIA AND MATERIALS. Department of Health, Education, and Welfare, Office of Education. 1978. 243pp. $4.25 ea.

Source: GPO S/N 017-080-01836-5

Each listing provides a title, author, distributor, format, price, abstract, and source.

WOMEN'S AMERICAN ORT AND CAREER EDUCATION. Pamphlet. Department of Health, Education, and Welfare, Office of Education. 1978. 20pp. $1.50 ea.

Source: GPO S/N 017-080-01904-3

Provides a basic understanding of Women's American ORT (Organization of Rehabilitation Through Training) and outlines ways it can be utilized to further the concept of career education as a collaborative community effort.

ADVANCED GENERAL EDUCATION PROGRAM: HIGH SCHOOL SELF STUDY PROGRAM. Department of Labor. Rev. 1977. 455pp. ill. $40.00 ea.

Source: GPO S/N 029-000-00340-8

This program is designed to help prepare adult students with the information, concepts, and general knowledge needed to pass the American Council on Education's 'Test of General Educational Development' (GED) for high school equivalency certification. The kit consists of 126 booklets and one form; 126 volumes, sold only as a set.

CAREER EDUCATION AND BASIC ACADEMIC ACHIEVEMENT, A DESCRIPTIVE ANALYSIS OF THE RESEARCH. Department of Health, Education, and Welfare, Office of Education. 1977. 143pp. $2.75 ea.

Source: GPO S/N 017-080-01720-2

CAREER EDUCATION AND HUMAN SERVICES Department of Health, Education, and Welfare, Office of Education. 1977. 23pp. $1.30 ea.

Source: GPO S/N 017-080-01741-5

CAREER EDUCATION AND THE BUSINESS-LABOR-INDUSTRY COMMUNITY. Department of Health, Education, and Welfare, Office of Education. 1976. 22pp. $0.45 ea.

Source: GPO S/N 017-080-01613-3

CAREER EDUCATION AND THE COMPREHENSIVE EMPLOYMENT TRAINING ACT. Department of Health, Education, and Welfare, Office of Education. 1978. 56pp. $2.30 ea.

Source: GPO S/N 017-080-01862-4

Traces the role of youth in pre-CETA Manpower Programs and in CETA to 1977, and makes some recommendations for linking career education to current youth employment policies.

CAREER EDUCATION AND VOCATIONAL EDUCATION, SIMILARITIES AND CONTRASTS. Department of Health, Education, and Welfare, Office of Education. 1977. 19pp. $1.10 ea.

Source: GPO S/N 017-080-01742-3

CAREER EDUCATION FOR SPECIAL POPULATIONS. Department of Health, Education, and Welfare, Office of Education. 1976. 21pp. $0.45 ea.

Source: GPO S/N 017-080-01612-5

CAREER EDUCATION IN PUBLIC SCHOOLS, 1974-75: A NATIONAL SURVEY. Department of Health, Education, and Welfare, Office of Education. 1976. 325pp. ill. $4.00 ea.

Source: GPO S/N 017-080-01560-9

CAREER EDUCATION: WHAT PROOF DO WE HAVE THAT IT WORKS? REPORT OF A PANEL SESSION OF THE COMMISSIONER'S NATIONAL CONFERENCE ON CAREER EDUCATION, HOUSTON, TEXAS, NOVEMBER 8, 1976. Department of Health, Education, and Welfare, Office of Education. 1977. 64pp. ill. $2.10 ea.

Source: GPO S/N 017-080-01785-7

CAREER OPPORTUNITIES IN THE ELECTRIC POWER AND GAS UTILITIES INDUSTRIES. Department of Labor. 1978. 136pp. ill. $3.25 ea.

Source: GPO S/N 029-000-00341-6

COMMUNITY RESOURCES FOR CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1976. 30pp. $0.55 ea.

Source: GPO S/N 017-080-01615-0

DEALING WITH FUTURES, CAREER EDUCATION MATERIALS FOR STUDENTS, PARENTS, AND EDUCATORS: A BIBLIOGRAPHY BASED ON THE ACQUISITIONS OF THE EDUCATIONAL MATERIALS CENTER. Department of Health, Education, and Welfare, Office of Education. 1977. 20pp. $1.00 ea.

Source: GPO S/N 017-080-01721-1

HEALTH CAREERS GUIDEBOOK. Department of Labor. Revised 1979. 221pp. ill. $5.25 ea.

Source: GPO S/N 029-000-00343-2

INTRODUCTION TO CAREER EDUCATION: A POLICY PAPER OF THE UNITED STATES OFFICE OF EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1975. 40pp. $1.05 ea.

Source: GPO S/N 017-080-01388-6

KEY RESOURCES IN CAREER EDUCATION: AN ANNOTATED GUIDE. Department of Health, Education, and Welfare, Office of Education. 1976. 408pp. ill. $5.75 ea.

Source: GPO S/N 017-080-01667-2

PRIMER FOR CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1977. 39pp. $1.50 ea.

Source: GPO S/N 017-080-01752-1

REFINING THE CAREER EDUCATION CONCEPT. Department of Health, Education, and Welfare, Office of Education.

Source: GPO

Comprised of two booklets:

Part 1. 1976. 47pp. $0.75 ea. S/N 017-080-01610-9
Part 2. 1977. 32pp. $1.50 ea. S/N 017-080-01739-3

SCHOOL COUNSELOR AND CAREER EDUCATION. Pamphlet. Department of Health, Education, and Welfare, Office of Education. 1976. 27pp. $0.55 ea.

Source: GPO S/N 017-080-01528-5

YEDPA AND CAREER EDUCATION. Department of Health, Education, and Welfare, Office of Education. 1978. 42pp. $2.10 ea.

Source: GPO S/N 017-080-01889-6

Outlines the results of two mini-conferences concerning the Youth Employment and Demonstration Projects Act and Career Education.

DOOR TO THE FUTURE: CAREERS FOR WOMEN. Department of the Interior, Office of the Secretary. Government Printing Office. 1978. 58pp. ill.

Source: DOI/PA

This publication illustrates a broad spectrum of careers that are available to women at the Department of the Interior in the sciences, engineering, and other professional areas.

SELECTED U. S. GOVERNMENT AUDIOVISUALS: CAREER EDUCATION. Catalog. General Services Administration, National Audiovisual Center. 1977. Approx. 20pp.

Source: GSA/NAC

This catalog lists audiovisual materials which are available from the National Audiovisual Center. Included are order/purchase forms.

VOCATIONAL/TECHNICAL: A SELECT LIST OF U. S. GOVERNMENT PRODUCED AUDIOVISUAL MATERIALS - 1978/79. Catalog. General Services Administration, National Audiovisual Center. 1979. 56pp.

Source: GSA/NAC

This catalog features a select list of available materials from the National Audiovisual Center on vocational and technical instruction and training. Includes order/purchase forms.

GUIDE TO FEDERAL AVIATION ADMINISTRATION PUBLICATIONS. Report No. FAA-APA-PG-2. Department of Transportation, Federal Aviation Administration. Government Printing Office. 1979. 51pp.

Source: DOT/FAA

The FAA publishes numerous documents dealing with a variety of subjects from regulations on aviation safety to career guidance materials designed to enrich aviation curricula and promote interest in aviation careers. Many of these publications are of interest to the general public as well as to the aviation community.

BIBLIOGRAPHY ON CAREER EDUCATION. Linda Hall and Sidney C. High, Jr. Department of Health, Education, and Welfare, Office of Education. 1979. 68pp. $3.25 ea.

Source: GPO S/N 017-080-02059-9

It is hoped that this bibliography will be useful to persons interested in familiarizing themselves with the career education concept and with some emerging techniques for the implementation of career education programs.

DENTAL ASSISTING - A CAREER ON THE MOVE. HRA78-40. Department of Health, Education, and Welfare, Health Resources Administration. 1978.

Source: HEW/HRA

This publication can be used in recruitment efforts and contains information about careers in dental assisting.

OCCUPATIONAL EDUCATION: ENROLLMENTS AND PROGRAMS IN NONCOLLEGIATE POST-SECONDARY SCHOOLS 1976. Department of Health, Education, and Welfare, Office of Education. 1978. 42pp. $1.70 ea.

Source: GPO S/N 017-080-01884-5

Analyses and appendixed tabular data.

HANDBOOK FOR PROFESSIONAL DEVELOPMENT IN HUMAN SERVICES. Handbook. Department of Health, Education, and Welfare, Office of Education. 1979. 205pp. $4.25 ea.

Source: GPO S/N 017-080-02007-6

Presents curricular modules and professional development units that represent basic tools for the contemporary practices of career education and human services.

CAREERS IN HEALTH: THE PROFESSIONALS GIVE YOU THE INSIDE PICTURE ABOUT THEIR JOBS. 2 cassettes: C-90; 15/16 IPS; 4 Track. RC. Barbara Zimmerman and David B. Smith. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1978.

Source: LC/NLSBPH RC 13525

Dramatic vignettes present the activities, problems, responsibilities, and satisfactions of a wide variety of health occupations. Includes such relatively new occupations as physician's assistant and emergency medical technician. For high school and adult readers.

JOBS IN RECREATION. 1 V. 28 x 28 cm. Handcopied, Grade 2. Br. Walter C. Schatz and Carl M. Tausig. Library of Congress, National Library Service for the Blind and Physically Handicapped. 1977.

Source: LC/NLSBPH BRA 14139

Introduces various careers available in the field of recreation including park ranger, recreation therapist, landscape architect, travel agent, hotel manager, and others.

A PRIMER FOR CAREER EDUCATION. Kenneth B. Hoyt. Department of Health, Education, and Welfare, Office of Education. 1977. 39pp. $1.50 ea.

Source: HEW/OE

SELECTED PUBLICATIONS ON ENERGY. Department of Energy, Office of Legislative Affairs. 1979. 3pp.

Source: DOE/PA

This publication contains a listing of books, pamphlets, curriculum guides, posters, and stickers on energy efficiency for teachers, students and consumers.

DIRECTIONS IN CAREER EDUCATION: QUESTIONS PEOPLE ASK ABOUT EDUCATION AND WORK. Nancy Bridgeford, Marilyn Clarks, and Larry McClure. Department of Health, Education, and Welfare, Educational Resources Information Center. 1977. 288pp.

Source: ERIC

DENTAL ASSISTING: A CAREER ON THE MOVE. Department of Health, Education, and Welfare, Public Health Service. 1978. 7pp. ill.

Source: HEW/PHS

LOOKING UP TO YOUR AVIATION CAREER. 14 min., 16 MM Film, Opt. Sd., Col. 1979.

Source: GSA/NAC Title No. A01285/PF

Describes the more than 60 different career opportunities which aviation offers for people with different aptitudes, skills, and educational backgrounds. Illustrates how careers in aviation present a wide-ranging opportunity for achievement, challenge, responsibility, and fun. Audience: General Audience. Cleared for TV.

PUT WINGS ON YOUR CAREER. 15 min., 16 MM Film, Opt. Sd., Col. 1978. Sale $87.00

Source: GSA/NAC Title No. A00119/PF

Illustrates the diversity of jobs associated with aviation maintenance both in government and private industry. Outlines the basic technical requirements and points interested people in the right direction for more specific career information. Audience: Secondary schools, vocational schools, high schools, and junior highs. Cleared for TV.

CHANCE TO BE, A. 30 min., 3/4 in. Videocassette, Col. 1977. Sale $100.00

Source: GSA/NAC Title No. A00672/PF

Focuses on Career Education Programs for women, minorities, the handicapped, and the gifted and talented. Emphasizes the needs of the programs for these special populations whose options have been limited. Describes four programs: Project Equality of Seattle, WA; Urban Career Education, Philadelphia, PA; The World of Work, Warren, Oh; and The Center for Career Education in the Arts, Providence, RI. Audience: General audience, school administrators, parents, teachers. Cleared for TV. Other Format(s) or Version(s): 30 min., 16 MM Film, Opt. Sd., Col. 1977. Rental $12.50 Sale $174.00. Title No. A00671/PF

EMPLOYMENT AND TRAINING ADMINISTRATION PUBLICATIONS AVAILABLE FROM DEPARTMENT OF LABOR WAREHOUSE. Catalog. Department of Labor, Employment and Training Administration. 1978. 19pp.

Source: DOL/ETA

FROM HOMEMAKING TO MONEYMAKING. Department of Labor, Bureau of Labor Statistics. Government Printing Office. 1978. 15pp.

Source: DOL/BLS

Reprinted from the Winter, 1978 issue of *Occupational Outlook Quarterly.*

MATCHING PERSONAL AND JOB CHARACTERISTICS. Booklet. Kathy Wilson. Department of Labor, Bureau of Labor Statistics. 13pp. $1.25 ea.

Source: GPO S/N 029-001-02274-3. Also available from DOL/BLS.

A reprint from the Fall 1978 *Occupational Outlook Quarterly,* the U.S. Department of Labor's career guidance magazine. Listed and defined in this booklet are 23 occupational characteristics and requirements which are matched in the chart that follows with 281 occupations chosen from the *1978 - 79 Occupational Outlook Handbook.* This table is designed as an exploratory tool to help you compare personal interests, capacities, abilities, and educational qualifications with characteristics usually associated with an occupation or group of occupations.

POLICE EMPLOYMENT OPPORTUNITIES. Booklet. Department of Labor, Employment and Training Administration. Government Printing Office. 1977. 15pp.

Source: DOL/ETA

Reports on a survey of job opportunities in 2,440 police agencies.

MANPOWER MAGAZINE. Monthly Periodical. Department of Labor, Manpower Administration. $15.30/year.

Source: GPO

This is the official journal of the Manpower Administration; past issues have covered topics such as basic education and job training, public service jobs, technical education and careers in industry. Book reviews and lists of publications are usually included.

WORKLIFE. Monthly Periodical. Department of Labor, Employment and Training Administration. $15.30/year.

Source: GPO

This is the official journal of the Employment and Training Administration. Past issues have covered topics such as nontraditional jobs exploration, older workers, CETA, flexitime and union apprenticeships. Book reviews and publications' lists are usually included.

DUAL CAREERS, A LONGITUDINAL STUDY OF THE LABOR MARKET EXPERIENCE OF WOMEN. Manpower R & D Monograph 21. Department of Labor, Manpower Administration.

Source: GPO

This report is composed of the following three volumes:

Volume 1. $3.55 ea.
Volume 2. $2.10 ea.
Volume 3. 1975. 191pp. $2.65 ea. S/N 029-000-00247-9.

In early 1963, the Center for Human Research, under a contract with the Department of Labor, began the planning of longitudinal studies of the labor market experience of four subsets of the U. S. population. The above three volumes focus on the older group of women.

GUIDE FOR OCCUPATIONAL EXPLORATION. Department of Labor, Employment and Training Administration. 1979. 715pp. $11.00 ea.

Source: GPO S/N 029-013-00080-2

The guide has been designed to help meet the need for more information on occupational fields and occupational requirements. The guide is intended for use both by vocational counselors and individuals themselves to assist with career and occupational exploration.

EMPLOYMENT REQUIREMENTS OF MASS TRANSIT. BLS Bulletin 1989. ETA R & D Monograph 58. Department of Labor, Bureau of Labor Statistics and Employment and Training Administration. 1978. 44pp. $2.30 ea.

Source: GPO S/N 029-001-02211-5

The Bureau of Labor Statistics, as part of its research on the employment requirements of Federal Programs, reviewed Federal aid for mass transit and selected the Massachusetts Bay Transportation Authority for a case study.

INCOME INEQUALITY AND EMPLOYMENT. R D Monograph 66. Booklet. Department of Labor, Employment and Training Administration. 1978. 60pp.

Source: DOL/ETA

This monograph is a review and analysis of over 50 research and development projects which have dealt with welfare recipients and the low-wage employed. The process by which welfare recipients move into the ranks of the employed, and the extent to which this is accomplished as a result of training programs, are examined.

EXPLORING CAREERS. Handbook. Department of Labor, Bureau of Labor Statistics. 1979. 550pp. $10.00 ea.

Source: GPO S/N 029-001-02224-7. Also available from DOL/BLS.

A career education resource designed and written for junior high students; older students will find this book useful also. It can be used in classrooms, career resource centers and youth programs and is packaged to facilitate either group or individual use. Titles of individual chapters are: The World of Work and You, Industrial Production Occupations; Office Occupations; Service Occupations; Education Occupations; Sales Occupations; Construction Occupations; Transportation Occupations; Scientific and Technical Occupations; Mechanics and Repairers; Health Occupations; Social Scientists; Social Service Occupations; Performing Arts, Design and Communications Occupations; Agriculture, Forestry, and Fishery Occupations. *Exploring Careers* can be purchased as: A single volume, $10.00 ea.; 15 separate booklets, one for each chapter, $2.00 ea.; a set of 15 booklets, $12.00 set, S/N 029-001-02225-5.

MEMO TO MATURE JOBSEEKERS. Pamphlet. Department of Labor, Employment and Training Administration. Government Printing Office. 1980.

Source: DOL/ETA

Provides suggestions for an effective job search.

A GUIDE TO COORDINATING CETA/VOCATIONAL EDUCATION LEGISLATION AFFECTING DISPLACED HOMEMAKER PROGRAMS. Department of Labor, Women's Bureau. 1979. 38pp.

Source: DOL/WB

PUBLICATIONS OF THE WOMEN'S BUREAU. Leaflet 10. Department of Labor, Women's Bureau. 1979. 9pp.

Source: DOL/WB

A CAREER AS A CORRECTIONAL OFFICER - AN OPPORTUNITY FOR A CHALLENGE. Announcement No. 431. Leaflet. Office of Personnel Management, Staffing Services. 1979.

Source: OPM

INDEX TO INFORMATION. Quarterly Periodical. Office of Personnel Management, Library.

Source: OPM

Provides a complete listing of information available from the Office of Personnel Management.

NATIONAL CENTER FOR SERVICE LEARNING. Information Kit. 1979. $5.00 ea.

Source: GPO S/N 056-000-00021-6

The National Center for Service Learning was founded in 1969 as the National Student Volunteer Program and is part of ACTION, the federal volunteer service agency. The Center provides free training programs, resource materials, and technical assistance to service learning and student volunteer programs in high schools and colleges across the country, and also conducts selected research studies on service learning. Enclosed in this kit is information on the publications and resource materials, training activities, and consultant services developed by the Center.

CAREER PROFILES IN FORESTRY, CONSERVATION, ECOLOGY, ENVIRONMENT MANAGEMENT. Department of Agriculture, Forest Service. 1977. 1977. 13pp. ill. $0.90 ea.

Source: GPO S/N 001-001-00423-5

SYNERGIST. Periodical. Action's National Center for Service - Learning. $5.00/year.

Source: GPO. Also available from ACTION.

Three times a year the National Center for Service-Learning publishes *Synergist* a 56 page technical journal for educators who work with programs that integrate course work

and community service. *Synergist* aims to demonstrate how service-learning in general, innovative projects and programs in particular, improve the quality of life for the least privileged members of society, and the quality of learning for all students. The 35,000 readers include secondary and post-secondary administrators and teachers as well as those involved in social change activities in the United States and 57 other countries. Indexes for *Synergist* are available for all years of publication as are reprints of selected articles. The *Synergist* and all NCSL resource materials are free. Libraries and profit-making institutions must pay the subscription fee.

JOBS FOR WHICH APPRENTICESHIPS ARE AVAILABLE. Booklet. Department of Labor, Bureau of Labor Statistics. 1976. Approx. 15pp.

Source: DOL/BLS

Lists occupations, qualifications and training, and employment trends to 1985.

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